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# **Management, Acquisition, and Use of Motor Vehicles**

**March 1994**

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Incorporating Change 1, September 30, 1996

**Office of the Under Secretary of Defense  
for Acquisition**



ACQUISITION AND  
TECHNOLOGY

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON DC 20301-3000



29 MAR 1994

FOREWORD

This Regulation is reissued under the authority of DoD Directive 4500.36, "Management, Acquisition, and Use of Motor Vehicles," dated April 10, 1985, and delineates authorities and responsibilities concerning DoD-owned or -leased motor vehicles (hereafter referred to as "motor vehicles" or "DoD motor vehicles"). DoD 4500.36-R, "Management, Acquisition, and Use of Motor Vehicles," July 21, 1981, is hereby canceled.

This Regulation applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands and the Defense Agencies (hereafter referred to collectively as "the DoD Components"). It applies to all DoD motor vehicles defined as nontactical. This Regulation does not apply to motor vehicles acquired and maintained with Civil Works appropriated funds.

This Regulation implements DoD Directive 4500.36, is mandatory for use by all DoD Components, and is effective immediately. The Heads of the DoD Components may issue supplementary instructions only when necessary to provide for unique requirements within their respective Components.

Send recommended changes to:

Headquarters, USAF LGTV  
1030 Air Force Pentagon  
Washington, DC 20330-1030

The DoD Components may obtain copies of this Regulation through their own publication channels. Other Federal Agencies and the public may obtain copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.

*James R. Huch*

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## REFERENCES

- (a) [DoD Directive 4500.36](#), "Management, Acquisition, and Use of Motor Vehicles," April 10, 1985
- (b) [DoD Instruction 4515.7](#), "Use of Motor Transportation and Scheduled DoD Bus Service in the National Capital Region," July 31, 1985
- (c) Section 1344 of title 31, United States Code, "Passenger Carrier Use," as amended
- (d) Section 1349 of title 31, United States Code, "Adverse Personnel Actions," current edition
- (e) Manual for Courts Martial, United States, 1984
- (f) DoD Directive 7200.11, "Liability for Government Property Lost, Damaged, or Destroyed," October 26, 1993
- (g) Section 641 of title 18, United States Code
- (h) Executive Order 10579, "Interagency Motor-Vehicle Pools and Systems," November 30, 1954 (40 U.S.C. 486)
- (i) DoD 7220.9-M, "DoD Accounting Manual," October 1983
- (j) [DoD Instruction 4000.19](#), "Interservice, Interdepartmental, and Interagency Support," April 15, 1992
- (k) Federal Property Management Regulation, Subpart 101.6-4 (Amendment A-42, July 1988), "Official Use of Government Passenger Carriers Between Residence and Place of Employment"
- (l) Joint Federal Travel Regulations, Vol. 1, "Uniformed Service Members," current edition
- (m) Joint Travel Regulations, Vol. 2, "Department of Defense Civilian Personnel," current edition
- (n) [DoD Directive 1015.6](#), "Funding of Morale, Welfare, and Recreation Programs," August 3, 1984
- (o) [DoD Directive 8320.1](#), "DoD Data Administration," September 26, 1991
- (p) Title 41, Code of Federal Regulations, Subpart 101-38.402, "Replacement Standards," current edition
- (q) Section 503 of Public Law 101-194, "Ethics Reform Act of 1989," January 3, 1989
- (r) Section 303 of Public Law 102-486, "Energy Policy Act of 1992," October 24, 1992
- (s) Section 2 of Executive Order 12844, "Federal Use of Alternative Fueled Vehicles," April 21, 1993
- (t) Public Law 99-272, "Comprehensive Omnibus Budget Reconciliation Act," April 7, 1986
- (u) Executive Order 12003, "Relating to Energy Policy and Conservation," July 20, 1977
- (v) General Services Administration Federal Standard 122, "Automobiles, Sedans and Station Wagons (Internal Combustion Engine Powered)," current edition

- (w) [DoD Directive 4140.25](#), "DoD Bulk Petroleum Management Policy," January 8, 1993
- (x) Federal Acquisition Regulation, current edition
- (y) [DoD Directive 1015.1](#), "Establishment, Management, and Control of Nonappropriated Fund Instrumentalities," August 19, 1981
- (z) Section 2637 of title 10, United States Code
- (aa) Sections 61 and 132 of title 26, United States Code
- (bb) Title 41, Code of Federal Regulations, Subpart 101-6.4, "Official Use of Government Passenger Vehicles Between Residence and Place of Employment," current edition
- (cc) Section 2632 of title 10, United States Code, "Transportation to and from Certain Places of Employment," as amended by Public Law 100-180
- (dd) [DoD Instruction 1000.15](#), "Private Organizations on DoD Installations," September 22, 1978
- (ee) Public Law 81-874, "Educational Agencies - Areas Affected By Federal Aid," September 3, 1950, as amended
- (ff) Section 2639 of title 10, United States Code
- (gg) Section 921 of title 20, United States Code
- (hh) [DoD Instruction 7041.3](#), "Economic Analysis and Program Evaluation for Resource Management," October 18, 1972
- (ii) Federal Personnel Manual, Chapter 930, Book III, June 28, 1976
- (jj) [DoD Instruction 6055.4](#), "Department of Defense Traffic Safety Program," August 25, 1988
- (kk) Section 10 of Executive Order 12759, "Federal Energy Management," April 17, 1991
- (ll) Federal Property Management Regulation G-56
- (mm) Sections 12005 and 12006 of Public Law 99-570, "Commercial Motor Vehicle Safety Act of 1986," October 18, 1986
- (nn) Title 49, Code of Federal Regulations, Subpart 383.23, "Commercial Driver's License," current edition
- (oo) Public Law 101-194, "Ethics Reform Act of 1989," November 30, 1989
- (pp) [DoD Instruction 6055.7](#), "Mishap Investigation, Reporting, and Record-Keeping," April 10, 1989
- (qq) Section 491 (Domicile-To-Duty) of title 40, United States Code, "Motor Vehicle Pools and Transportation Systems Establishment," as amended
- (rr) Title 41, Code of Federal Regulations, Subparts 101-38.203 and 101-38.204, "Agency Identification," and "Exemptions," current edition
- (ss) MIL-STD 1223, "Administrative Wheeled Vehicle Treatment, Painting, Rust-Proofing, Identification Marking, Data Plates, and Warranty Notice Standards," May 1 1973



- (tt) Title 23, Code of Federal Regulations, Part 1204, "Highway Safety Program Guideline No. 17, Pupil Transportation Safety," current edition
- (uu) Section 40-102(b)(2) of District of Columbia Code
- (vv) Section 1857 et seq. of title 42, United States Code
- (ww) Section 7522(a)3A of title 42, United States Code
- (xx) Sections 1381 - 1431 of title 15, United States Code
- (yy) DoD Directive 7410.4, "Industrial Fund Policy," July 1, 1988
- (zz) Department of State Standardized Regulations, current edition
- (aaa) [DoD 1400.25-M](#), "Department of Defense Civilian Personnel Manual," July 1978
- (bbb) Title 8, United States Code, "Aliens and Nationality"
- (ccc) Section 102 of title 42, United States Code
- (ddd) [DoD Instruction 1342.12](#), "Education of Handicapped Children in the DoD Dependents Schools," December 17, 1981
- (eee) Section 1748, 63 Stat., 570 of title 12, United States Code
- (fff) DoD Instruction 1342.13, "Eligibility Requirements for Education of Minor Dependents in Overseas Areas," July 8, 1982
- (ggg) Title 41, Code of Federal Regulations, Part 101-6.401(f), "Place of Employment"

## C1. CHAPTER 1

### GENERAL

#### C1.1. PURPOSE AND APPLICABILITY

C1.1.1. This Regulation implements DoD Directive 4500.36, (reference (a)) by delineating authorities and responsibilities and prescribing policies and procedures concerning DoD-owned or otherwise controlled motor vehicles (hereafter referred to as "motor vehicles" or "DoD motor vehicles").

C1.1.2. Terms used in this Regulation that are peculiar to motor vehicle operations and maintenance are defined in Appendix 4.

C1.1.3. In the National Capital Region (NCR), DoD Instruction 4515.7 (reference (b)) takes precedence. For functions not covered in reference (b), this Regulation applies.

C1.1.4. Within this Regulation, any reference to the United States includes the 50 States, U.S. Territories, the Commonwealth of Puerto Rico, and the District of Columbia.

#### C1.2. RESPONSIBILITIES

C1.2.1. The Deputy Under Secretary of Defense (Logistics). The Deputy Under Secretary of Defense (Logistics) shall provide necessary policy guidance to DoD Components concerning the acquisition, use, maintenance, reporting, and disposition of motor vehicles.

C1.2.2. The Comptroller of the Department of Defense shall:

C1.2.2.1. Provide necessary guidance to the DoD Components on programming, budget, and financial accounting for motor vehicles.

C1.2.2.2. In coordination with the Under Secretary of Defense for Personnel and Readiness annually provide necessary guidance to all personnel receiving domicile-to-duty transportation concerning valuation of this benefit for personal income tax purposes and ensure Defense Finance and Accounting Service (DFAS) is provided compensation information needed for W-2 preparation for these individuals.

C1.2.3. The Secretary of the Air Force shall:

C1.2.3.1. Evaluate and coordinate proposed revisions to this Regulation developed internally or received from other DoD Components, and furnish a copy of all revision proposals to the DUSD(L). This responsibility includes resolving, where possible, those issues concerning procedural matters not affecting policy.

C1.2.3.2. Publish and distribute approved changes to this Regulation.

C1.2.4. The Heads of DoD Components shall:

C1.2.4.1. Forward suggested changes of policies and procedures to Headquarters, USAF LGTV, 1030 Air Force Pentagon, Washington, DC 20330-1030.

C1.2.4.2. Manage and operate their motor vehicles consistent with this Regulation and any supplemental guidance issued.

C1.2.4.3. Exercise management and technical supervision, and develop policy guidance, procedures and technical instructions, as necessary, to ensure effective and efficient administration over the operation, maintenance, and use of motor vehicles.

C1.2.4.4. Establish and maintain adequate records for inventory requirements, authorization, distribution, operation, use, maintenance, and cost performance reporting.

C1.2.4.5. Include motor vehicle management in Component internal audit programs.

C1.2.4.6. Establish a central registry of U.S. Government, District of Columbia, and State and territory license plates issued for use on motor vehicles, in accordance with this Regulation.

C1.2.4.7. Forward two copies of all implementing documents to the DUSD(L).

C1.3. PENALTIES FOR MISUSE OF DoD MOTOR VEHICLES

The unauthorized or willful misuse of a DoD motor vehicle shall be cause for disciplinary actions as follows:

C1.3.1. Civilian Personnel. Any officer or employee of the Government who willfully uses or authorizes the use of any U.S. Government-owned or -leased passenger motor vehicle (except for official purposes as authorized by 31 U.S.C. section 1344(b),

reference (c)), or otherwise violates section 1344 shall be suspended from duty by the Head of the DoD Component concerned, without compensation, for not less than 1 month, and shall be suspended for a longer period or summarily removed from office if circumstances warrant (31 U.S.C. 1349(b), reference (d)).

C1.3.2. Military Personnel. Military personnel who willfully use or authorize the use of any U.S. Government-owned or -leased passenger motor vehicle (except for official purposes as authorized by section 1344 (reference (c)) or otherwise violate section 1344 can be disciplined under provisions of the Uniform Code of Military Justice (reference (e)), or other administrative procedures deemed appropriate.

#### C1.4. FINANCIAL AND OTHER LIABILITY

C1.4.1. In accordance with DoD Directive 7200.11 (reference (f)) financial liability shall be assessed against members of the military (including members of the Reserve and National Guard) and DoD civilian employees when Government property (including a motor vehicle) is lost, damaged, or destroyed, as a result of their negligence, willful misconduct, or deliberate unauthorized use.

C1.4.2. Depending on the facts and circumstances, the criminal sanctions of 18 U.S.C. 641 (reference (g)), may apply to the misuse of a Government motor vehicle. The statute provides for a fine of up to \$10,000 and imprisonment for up to 10 years.

## C2. CHAPTER 2

### OPERATION AND RESOURCE MANAGEMENT

#### C2.1. GENERAL

C2.1.1. Motor vehicle resources shall be organized and managed to ensure optimum responsiveness, efficiency, and economy in support of the DoD mission. The vehicle selected for an individual task shall be the one best suited by virtue of size, configuration, and economy of operation.

C2.1.2. Commercial design motor vehicles shall be used to the maximum extent to meet general transportation requirements.

C2.1.3. Official business shall be effected by mail, electronic mail, telephone, or other telecommunications means whenever practicable, to minimize the use of DoD motor vehicles.

#### C2.2. ELEMENTS OF MOTOR VEHICLE MANAGEMENT

C2.2.1. Differences in the missions of the DoD Components, and the geographic layout and location of installations and facilities prevent complete uniformity in operating procedures. Listed below are the essential elements of operation and resource management that are applicable to all DoD Components that control and operate motor vehicles:

C2.2.1.1. Consistent with mission application, provide for the pooling of nontactical vehicles.

C2.2.1.2. Establish procedures for the assignment and use of vehicles.

C2.2.1.3. Establish a central dispatch point for control.

C2.2.1.4. Be flexible to meet changing requirements.

C2.2.1.5. Provide for the most economical use of manpower and equipment.

C2.2.1.6. Provide for the collection of operating data as a basis for inventory and/or allowance actions and cost and/or utilization reporting.

C2.2.1.7. Provide for the licensing and training of personnel.

C2.2.1.8. Ensure the safety, security, and proper use of equipment.

C2.2.1.9. Provide for the rotation of vehicles, where practical and economical, to equalize equipment usage.

C2.2.1.10. Authorize the long- and short-term leasing of nontactical vehicles, where economical and practical.

C2.2.2. Pooling. Pooling is a management tool to help ensure the highest effective level of use for DoD motor vehicles. Vehicles shall not be assigned exclusively to any one official or employee, unless the Head of the DoD Component concerned determines that such assignment is essential to the accomplishment of the Component's mission. Additionally, within the NCR, there shall be no individually assigned vehicles with chauffeurs, except for those specifically assigned to officials identified in Appendix 1.

C2.2.3. Assignment. After pooling of resources and the establishment of administrative control under dispatching authority, effective management requires further evaluation of available vehicle assets against mission requirements. This evaluation will usually indicate that many requirements can be supported by dispatching vehicles for short periods of time, including taxi-type vehicles or vehicles driven by users. The determination of justifiable requirements for all types of vehicle service and the proper assignment of the DoD, General Services Administration (GSA), or commercially leased contract motor vehicles shall be based on the following categories:

C2.2.3.1. Class A-Continuing Assignments. Personnel authorized Class A assignments shall not use such vehicles for other than the actual performance of official duties, nor shall such vehicles be reassigned to personnel not authorized or qualified to use them. The two types of Class A assignment are as follows:

C2.2.3.1.1. Continuing dispatch of passenger carrying vehicles to those positions authorized full-time assignment by the Secretary of Defense. (See Chapter 3, paragraphs C3.1.3. and C3.1.4.)

C2.2.3.1.2. Continuing dispatch of passenger-carrying vehicles on the basis of responsibility inherent in the position where the Head (Secretariat) of the DoD Component concerned, or designee, has determined that the immediate availability of transportation is absolutely essential to the accomplishment of the Component's missions.

C2.2.3.2. Class B-Recurring Dispatch. Generally, the requirements for recurring dispatch relate to activities and functions that by their nature require the use of a vehicle or vehicles on a daily recurring basis for the efficient and orderly conduct of official business. Vehicles assigned in this category shall not be assigned for purposes of convenience or to avoid the use of pool vehicles (Class C assignment). Installation documentation for Class B dispatches shall contain specific rationale for the vehicle and identify why scheduled bus, taxi systems, or Class C vehicles will not satisfy the requirement.

C2.2.3.3. Class C-Pool Vehicles. All DoD motor vehicle resources not covered under Class A and B assignments in subparagraphs C2.2.3.1. and C2.2.3.2., above, shall be pooled for performance of services on an on-call basis, and to provide resources for operation of scheduled services. This portion of the motor pool resources is normally expected to handle the bulk of administrative vehicle requirements.

C2.2.3.3.1. On-Call Dispatches. On-call dispatch is for those services that can be performed by the dispatch of a vehicle for short periods of time. This includes the dispatch of a pool taxi vehicle. This type of service must respond to transportation requirements of an intermittent nature and can consist of radio dispatch vehicles.

C2.2.3.3.2. Scheduled Service. Requirements for this type of service are usually for passenger and/or cargo services between offices and operational sites and satellite activities of an installation. These services may be inter-activity or intra-activity services depending on the geographic layout of an installation and local area. Scheduled activity bus service may be supplied with bus equipment of the DoD Components, or, when local conditions permit and it is more economical to do so, by contract with commercial carriers. Scheduled bus or passenger-carrying service or continuous heavy cargo hauling will not be in competition with commercial transportation services. (See Chapter 5.)

C2.2.3.3.3. U-Drive-It Service. Vehicles in this category are pool vehicles, normally passenger and light cargo types, made available to using organizations and activities of the installation for temporary support of official-use functions and operated by personnel assigned to the using Agency. Dispatch periods range from single trips of short duration to trips associated with the travel portion of temporary duty. U-Drive-It services may also be used to meet peak workloads and one-time requirements of a single nature, or to provide vehicles of a particular type or design.

C2.2.3.3.4. Permissible Operating Distance (POD). Since it is usually more economical to use the services of commercial carriers for the transportation of personnel and cargo to destinations outside the immediate areas of the activities, a one-way distance of 100 miles has been selected as a guide upon which to base permissible operating distance for motor vehicles. The POD established for an activity should be sufficient to support normal operations. Based on installation experience, a POD will be established that will adequately support motor vehicle transportation requirements; however, the POD should not normally exceed the distance identified above.

C2.2.3.3.5. Parking or Garaging of Vehicles. As a general rule, DoD motor vehicles shall not be parked or garaged outside the confines of the installation where assigned and shall not be parked in quarters areas or at the domicile of the user. Auxiliary parking areas will not be established adjacent to dormitories or housing areas permitting circumvention of the public law that prohibits Government-furnished domicile-to-duty transportation. When, in the performance of a mission, such vehicles are authorized by competent authority to be parked or garaged in areas away from the parent installation, parking facilities of other DoD installations or Federal, State, or local government property shall be used to the fullest extent feasible. Where such facilities are not available, commercial parking facilities may be used, when so authorized, and where the safety and security of the vehicle can be assured.

### C2.3. OTHER SOURCES OF MOTOR VEHICLES

C2.3.1. Motor vehicles may be leased from commercial sources and/or other Government Agencies as provided in Chapter 3.

C2.3.2. The motor vehicle facilities and services of other Government Agencies, Federal, State, and local, shall be used to the maximum extent possible, consistent with mission requirements, whenever their use will contribute to more efficient and effective operations and suitable arrangements for such use, to include reimbursement, can be made. Such arrangements shall also provide for emergency road service within the capability of the facility.

C2.3.3. Under E.O. 10579 (reference (h)), the Administrator of GSA is responsible for establishing and providing for the operation of inter-Agency motor pools and systems. The DoD Components shall cooperate with the GSA as it exercises its inter-Agency motor pool responsibilities (see Chapter 3, section C3.10.).



## C2.4. USE OF DoD MOTOR VEHICLES BY OTHER FEDERAL AGENCIES

C2.4.1. DoD motor vehicles may be furnished for short periods of time to other Federal Agencies when the DoD mission will not be degraded and the reason is one of the following:

C2.4.1.1. An emergency, lifesaving situation;

C2.4.1.2. Specifically authorized by statute;

C2.4.1.3. Direct support of the defense mission; or

C2.4.1.4. Determined by the Head of an Executive Department or independent establishment of the Government to be in the national interest. In the last case, the determination must include a statement that commercial transportation is not capable of satisfying the movement requirement. Reimbursement shall be computed to recover the total cost incurred by the DoD Component, in accordance with DoD 7220.9-M (reference (i)).

C2.4.2. Arrangements for providing DoD motor vehicles to other Government Agencies or other DoD Components shall be made in accordance with the Defense Retail Interservice Support (DRIS) Program as established by DoD Instruction 4000.19 (reference (j)).

## C2.5. OFFICIAL USE OF VEHICLES

The use of all DoD motor vehicles, including those leased, using DoD funds, from other Government Agencies or commercial sources, shall be restricted to official purposes only. Federal Property Management Regulations (FPMR), Section 101-6.402 (reference (k)), provides that each Federal Agency shall ensure that Government carriers are used for official purposes only; e.g., to further the mission of the Agency. When questions arise about the official use of a motor vehicle, they shall be resolved in favor of strict compliance with statutory provisions and the policy section of this Regulation.

C2.5.1. The determination as to whether a particular use is for official purposes is a matter of administrative discretion to be exercised within applicable law and regulations. In making such a determination, consideration shall be given to all pertinent factors, including whether the transportation is the following:

C2.5.1.1. Essential to the successful completion of a DoD function, activity, or operation; and

C2.5.1.2. Consistent with the purpose for which the motor vehicle was acquired.

C2.5.2. The use of DoD motor vehicles shall not be authorized for transporting DoD or other personnel over all or any part of the route between their domiciles and places of employment except as authorized in paragraph C2.5.4. below, and in Chapters 4 and 5.

C2.5.3. Unless authorized under Chapter 5, transportation to, from, or between locations shall not be provided by the Department of Defense for the purpose of conducting personal business or engaging in other activities of a personal nature by military or civilian personnel, members of their families, or others.

C2.5.4. Temporary Duty

C2.5.4.1. Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the use of a DoD motor vehicle. Use of DoD motor vehicles shall always be predicated on need, distance involved, and other conditions that justify their use. When an adequate DoD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited.

C2.5.4.2. When a DoD-owned or -leased vehicle is authorized for use while on temporary duty, the vehicle shall be operated between places where the person's presence is required for official business, or between such places and temporary lodgings. When public transportation is not available or its use is impractical, the use of DoD-owned or -leased vehicles is authorized between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, cleaning establishments, and similar places required for the comfort or health of the member, and which foster the continued efficient performance of Government business (Joint Travel Regulations, Volume I, paragraph U3200, and Joint Travel Regulations, Volume II, paragraph C2050 (references (l) and (m))). Using either a DoD-owned or -leased vehicle for transportation to or from entertainment or recreational facilities is prohibited.

C2.5.5. Transportation support of groups may be provided for authorized activities such as installation-sponsored athletic teams, MWR, and Chaplain's programs when it

has been determined by the installation commander that failure to provide such service would have an adverse effect on morale. (See Chapter 5.)

C2.5.6. Transportation may be provided for military and civilian personnel officially participating in public ceremonies, military field demonstrations, and parades directly related to official activities.

C2.5.7. The spouse of a Government employee may be transported in a DoD motor vehicle only when:

C2.5.7.1. Accompanying the military member or civilian employee in the Government vehicle, the use of which has already been authorized to accomplish official business, and there is space available. Such transportation can be provided only at no additional cost to the Government. The size of the vehicle authorized must be no larger than that required for the performance of the official business.

C2.5.7.2. Proceeding independently to or from an official function when the spouse's presence at the function is in the best interest of the Government and circumstances have made it impractical or impossible for the official to accompany the spouse en route, however this authority applies only to the spouse of an employee who is authorized to receive domicile-to-duty transportation or,

C2.5.7.3. Such transportation is required for reasons of security. Spouses are not considered representatives of the United States.

C2.5.8. Transportation may be provided to support DoD Family Advocacy Programs in accordance with instructions established by the DoD Components.

C2.5.9. Prospective military recruits may be provided transportation in connection with interviewing, processing, and orientation.

C2.5.10. Transportation by a DoD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.

C2.5.11. Radio-equipped, emergency configured vehicles may be provided on a 24-hour-a-day basis to commanders residing on the installation, who are charged by the Head of the Military Department concerned, or the Chairman of the Joint Chiefs of Staff with the overall responsibility for security or operational function of an installation or major military organization, and who cannot adequately discharge this responsibility without a 24-hour mobility and communication capability. Such use must be individually approved by the Chairman of the Joint Chiefs of Staff, Head of the

Military Department or his/her designee, or Unified or Specified Commanders, and must comply with the criteria in the checklist at Appendix 3. This authority cannot be delegated lower than Corps Commander or equivalent, and must be in writing. In case of leave or extended absence from the duty station, the commander shall pass the specially equipped vehicle to the individual assuming the responsibility.

C2.5.12. Staff members of Categories A, B, and C, MWR activities, as outlined in DoD Directive 1015.6 (reference (n)), engaged in direct administrative support of those activities, may be provided transportation services.

## C2.6. LOCAL COMMANDER RESPONSIBILITY

In exercising management over motor vehicles at installation and activity levels, Heads of installations and/or activities shall:

C2.6.1. Establish local procedures for assignment and use of vehicles in conformance with the policies of this Regulation.

C2.6.2. Ensure that operational procedures are flexible to meet changing requirements.

C2.6.3. Establish local procedures for the most economical use of manpower and equipment.

C2.6.4. Ensure the collection of accurate utilization and operational performance data as basis for inventory and/or allowance actions and reporting of cost and performance data. Existing DoD standard data elements will be used for all reporting requirements in accordance with the policies of DoD Directive 8320.1 (reference (o)).

C2.6.5. Provide and ensure proper training of personnel.

C2.6.6. Ensure the safety, security, and proper care and use of vehicles and equipment.

C2.6.7. Provide for rotation of vehicles, where practical and economical, to equalize the equipment usage and to ensure attainment of life-cycle utilization goals within the vehicle life expectancy.

C2.6.8. Provide scheduled bus service between activities when required to meet official duty needs of the installation or activity.

C2.6.9. Ensure that vehicles are operated in accordance with State and local traffic safety regulations concerned, and applicable Federal Highway Administration Regulations.

C2.6.10. Establish, in accordance with Component vehicle maintenance programs, local procedures to ensure vehicles are operated in a safe and serviceable condition.

C2.6.11. Ensure that vehicle authorizations are deleted and assets removed from functions not meeting established utilization standards.

## C2.7. MOTOR VEHICLE OPERATOR RESPONSIBILITY

In operating any DoD motor vehicle, operators shall:

C2.7.1. Operate DoD motor vehicles for official use only.

C2.7.2. Comply with this Regulation and any other applicable regulations including Federal, State, and local laws pertaining to the proper safe and efficient operation of DoD vehicles (see Chapter 9).

C2.7.3. Report traffic violations, accidents, or damage occurring while having custody of, or when operating a DoD vehicle.

C2.7.4. Perform operator maintenance and submit documents incident to motor vehicle operation as required by the vehicle issuing authority.

C2.7.5. Report suspension or revocation of their State motor vehicle operator license as required by the vehicle issuing authority.

C2.7.6. Report any change in personal physical condition that may adversely affect their ability to operate a DoD motor vehicle.

C2.7.7. Utilize self-service pumps and service stations that accept SF 149 "Government National Credit Card" when purchasing the most cost-effective fuel for DoD motor vehicles.

## C2.8. DETERMINING THE METHOD FOR TRANSPORTING PERSONNEL

When it has been determined that motor vehicle transportation is essential to the performance of official business, the following methods shall be considered in the

order shown, to the extent they are available and capable of meeting mission requirements:

C2.8.1. DoD-scheduled bus service.

C2.8.2. Scheduled public transportation.

C2.8.3. DoD motor vehicles

C2.8.4. Voluntary use of privately owned motor vehicle on a reimbursable basis.

C2.8.5. Taxicab, on a reimbursable basis.

## C2.9. UTILIZATION GOALS

Utilization goals are established as management indicators to measure the average annual use for a particular type of motor vehicle on an installation. (See Table C2.T1., "Annual Utilization Standards.") Specific annual utilization goals shall be set by the DoD Components; however, they must meet or exceed the minimum goals as established in 41 CFR 101 (reference (p)), and Motor Vehicle Life Expectancy Years and miles. (See Table C12.T1.) Each Component will use utilization goals in conjunction with the following parameters to manage their motor vehicle assets at installation level:

C2.9.1. There will be cases where the mileage achieved on a particular asset does not meet the established annual utilization goals; however, the average mileage on all motor vehicles of that type on an installation should meet or exceed the annual utilization goal. Selective management should include annual review of exception vehicles that deviate significantly from annual utilization goals. Rotation (mission reassignment) should be considered for any vehicle not achieving or greatly exceeding the goal. Rotation should be done at least once during the vehicle's programmed life to ensure that the replacement goal is achieved by the time it is eligible for replacement. This policy does not apply to GSA Interagency Fleet Management System (IFMS) vehicles.

C2.9.2. Other annual utilization goals (such as passengers or tonnage carried, or hours used) should be established if mileage is not an accurate measurement of the need for a particular vehicle. The mileage achieved by this motor vehicle shall not be used as part of the installation's average annual utilization goal for that type of vehicle. In all cases, a document shall be retained on file to reflect the specific utilization goals that have been established for each motor vehicle.

C2.9.3. Utilization goals shall apply to all nontactical motor vehicles.

C2.9.4. Motor vehicle utilization goals shall be reviewed at least annually to ensure that effective asset employment is being achieved.

C2.9.5. During any process to either initially establish or to review a standard, careful attention must be taken to ensure that a thorough analysis is given to the many factors that constitute a meaningful utilization goal. In conducting such analysis, the following factors should be considered:

C2.9.5.1. How valid is the data being used to establish or evaluate the goal? Does the data properly reflect the operational environment, workload fluctuations, and fuel conservation programs?

C2.9.5.2 Have all alternative transportation methods been sufficiently considered? Can the vehicle requirements for which the goal is being evaluated be consolidated with other established Class B dispatches to provide the necessary service?

C2.9.5.3. What local management actions have been taken to meet the established goal? Should the local management be intensified or should the goal be revised to more accurately reflect the mission being supported?

## C2.10. UTILIZATION RECORD

DD Form 1970, "Motor Equipment Utilization Record" (Figure C2.F1.), shall be employed as the basic source for information concerning the use of motor vehicles and shall be prepared in accordance with instructions on the back of the form. DoD Components using automated motor vehicle utilization data gathering systems instead of DD Form 1970 shall establish operating procedures to ensure the collection of the same information.

## C2.11. INCIDENTAL USE OF MOTOR VEHICLES

Section 503 of Pub. L. No. 101-194 (1989) (reference (q)) provides that the Head of each Department, Agency, or other entity or his or her designee of the Government may prescribe by rule, appropriate conditions for the incidental use, for other than "official" business, of vehicles owned by, or leased by the Government. This authority will be used only when such transportation is clearly in the interest of the Department of Defense. The use of a Government-owned or -leased vehicles by DoD employees to obtain a commercial drivers license required by FHWA-MC-89-051 for employment is authorized. All other authorizations must be approved by the DUSD, Logistics, or his designee.

Table C2.T1. Annual Utilization Goals

<u>Vehicle Classification</u>	<u>Pounds GVWR Weight Range</u>	<u>Type</u>	<u>Mileage Standards</u>
Sedan	N/A	All	10,000
Sedan, Modified	N/A	All	10,000
Station Wagon	N/A	All	10,000
Bus, Body on Chassis, to 37 PAX	N/A	All	9,000
Bus, Body on Chassis, over 37 PAX	N/A	All	15,000
Bus, Integral	N/A	All	25,000
Truck, 1/4 - 3/4 Ton	Under 7,000	All	9,000
Truck and Truck Tractor, 1 and 2 Ton	7,000 thru 18,999	All	12,000
Truck and Truck Tractor, 2 1/2 thru 4 Ton	19,000 thru 23,999	All	10,000
Truck and Truck Tractor, 5 thru 10 Ton	24,000 thru 39,999	All	10,000
Truck and Truck Tractor, 11 Ton and Over	40,000 and Up	All	25,000
Motorcycle	N/A	All	3,000
Scooter, 3- or 4-Wheel	N/A	Gasoline	2,400



Figure C2.F1. DD Form 1970, "Motor Equipment Utilization Record"

MOTOR EQUIPMENT UTILIZATION RECORD							
DATE (YYMMDD)	TYPE OF EQUIPMENT	REGISTRATION NO./SERIAL NO.			ADMINISTRATION NO.		
940712	Sedan	XK1FX8747H17			G425679		
ORGANIZATION NAME DPA - mMAT		ACTION	TIME	MILES	HOURS	FUEL	OIL
1ST OPERATOR (Last Name, First, M.I.) Gertiser, Paul A.						REPORT TO (Last Name, First, M.I.) Smith, Karen L	
OPERATOR'S SIGNATURE Paul A. Gertiser						DISPATCHER'S SIGNATURE J. Weber	
2D OPERATOR (Last Name, First, M.I.)		IN	1330	14825		REPORT TO (Last Name, First, M.I.)	
		OUT	0730	14656		DISPATCHER'S SIGNATURE	
		TOTAL	6	169		REPORT TO (Last Name, First, M.I.)	
OPERATOR'S SIGNATURE		IN				DISPATCHER'S SIGNATURE	
		OUT				DISPATCHER'S SIGNATURE	
		TOTAL				DISPATCHER'S SIGNATURE	
3D OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
		OUT				DISPATCHER'S SIGNATURE	
		TOTAL				DISPATCHER'S SIGNATURE	
4TH OPERATOR (Last Name, First, M.I.)		IN				REPORT TO (Last Name, First, M.I.)	
		OUT				DISPATCHER'S SIGNATURE	
		TOTAL				DISPATCHER'S SIGNATURE	
DESTINATION		TIME		RELEASED BY		REMARKS	
		ARRIVE	DEPART	(Signature)			
FROM							
1. Cameron Station		N/A	0730				
TO							
2. Pentagon		0755	0830				
TO							
3. Richmond, VA		1330	N/A	K. L. Smith			
TO							
4.							
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DD FORM 1970  
APR 81

EDITION OF FEB 75 MAY BE USED.

Figure C2.F1. DD Form 1970, "Motor Equipment Utilization Record," continued

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## INSTRUCTIONS

- \*1. *Date.* Enter the calendar date the equipment is to be used.
2. *Type of Equipment.* Enter the type of equipment as designated in the equipment log.
3. *Registration Number or Serial Number.* Enter the equipment registration number or serial number.
4. *Administration Number.* Enter the unit bumper or administrative number.
5. *Organization Name.* Enter the organization to which the equipment is assigned.
- \*6. *Operator.* Enter the name of the equipment operator.
7. *Operator's Signature.* The equipment operator (item 6) will enter signature immediately upon receipt of equipment.
- \*8. *Time.* Indicate time to the nearest 5 minutes using the 24-hour clock.
- In.* Enter time equipment was returned from dispatch or use.
  - Out.* Enter the time the equipment was released for operation by the dispatcher.
  - Total.* Enter total time the equipment was in the possession of the operator. Time is obtained by subtracting the time listed in "Out" line from that listed on the "In" line.
- \*9. *Miles.* Will be recorded to the nearest whole mile.
- In.* The operator will enter the mileage reading when the equipment is returned. If odometer is inoperative, enter estimated mileage.
  - Out.* The dispatcher will enter the mileage reading at the time of dispatch.
  - Total.* Enter the difference between the "Out" and "In" mileage.

- \*10. *Hours.* Will be recorded to the nearest whole hour. On those items which require servicing on an hourly basis and are not equipped with an hour meter, enter the estimated hours of operation.
- In.* The operator will enter the hour meter reading upon completion of the equipment usage.
  - Out.* The dispatcher will enter the hour meter reading prior to equipment release.
  - Total.* Enter the total hours dispatched for operation.
11. *Fuel/Oil.* Enter the amount of fuel (gallons) and/or oil (quarts) obtained for the equipment.
- \*12. *Report To.* Enter the name of the individual to whom the operator is to report.
13. *Dispatcher's Signature.* Self-explanatory
14. *Destination.* Indicate each location at which a trip begins and ends. Normally this starts from the equipment pool ("From" Line) and ends at the same place after one or more intervening destinations.
- \*15. *Time.* All time will be recorded using the 24-hour clock, rounded off to the nearest 5 minutes.
- Arrive.* Enter the arrival time at each destination.
  - Depart.* Enter the departure time from the motor pool and each succeeding location.
16. *Released By.* The person in charge of equipment on dispatch will release by signing on the line indicating the destination where the equipment was released to the operator. Upon termination of equipment used, but not moved, the person in charge will release the equipment by signing in the top block of this column.
17. *Remarks.* The remarks column will be used by the operator to record unusual operation or abnormal occurrences during operation, or other information as directed.

\*Items marked with an asterisk (\*) have been registered in the DOD Data Element Program.

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### C3. CHAPTER 3

#### AUTHORIZATION AND ACQUISITION

#### C3.1. AUTHORIZATION

##### C3.1.1. GENERAL

C3.1.1.1. This Chapter outlines in general terms the requirement for establishing optimum authorizations for motor vehicles to permit organizations of the DoD Components to carry out assigned missions.

C3.1.1.2. Sedans shall be restricted to the types (GSA Classes) listed below:

C3.1.1.2.1. Class IA - small.

C3.1.1.2.2. Class IB - subcompact.

C3.1.1.2.3. Class II - compact.

C3.1.1.2.4. Class III - midsize.

C3.1.1.2.5. Class IV - large (executive sedan and minivans).

C3.1.1.2.6. Class V - limousine.

C3.1.1.3. The use of Class V limousines is authorized only for the DoD officials listed below and for visiting officials of comparable rank from foreign countries:

C3.1.1.3.1. The Secretary of Defense.

C3.1.1.3.2. The Deputy Secretary of Defense.

C3.1.1.3.3. The Chairman of the Joint Chiefs of Staff.

C3.1.1.4. The use of Class IV sedans is authorized only for the DoD officials listed below and for visiting officials of comparable rank from foreign countries:

C3.1.1.4.1. The Secretaries of the Army, Navy, and Air Force.

C3.1.1.4.2. Under Secretaries of Defense.

C3.1.1.4.3. The Chiefs of Staff of the Army and Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps.

C3.1.1.4.4. The Vice Chairman of the Joint Chiefs of Staff.

C3.1.1.4.5. Four-Star Commanding Officers (domicile-to-duty not authorized).

C3.1.1.4.6. Directors of Defense Agencies (domicile-to-duty not authorized).

C3.1.1.5. Goals regarding alternative fueled vehicles (AFVS) in Section 303 of the Energy Policy Act of 1992 (reference (r)) and its implementing Section 2 of Executive Order 12844 (reference (s)), must be considered in the acquisition and use of Class III vehicles.

C3.1.1.6. Any DoD Component requiring Class IV vehicles for protective services must acquire advance approval for their use from the Head of the Component. This authority may not be delegated. The requesting official must successfully demonstrate to the approving authority that the use of a smaller vehicle will not meet the protective mission requirements.

#### C3.1.2. REQUIREMENTS

C3.1.2.1. Normal. Except for those motor vehicles maintained to meet approved DoD emergency and wartime requirements, the number of nontactical motor vehicles within each DoD Component shall be limited to the minimum needed to provide essential transportation services under normal conditions.

C3.1.2.2. Peak load and other unusual requirements for such motor vehicles shall be met by borrowing from other Government Agencies, leasing from the GSA or commercial sources (subject to the limitations in paragraphs C3.1.1.3., C3.1.1.4., and C3.1.1.5., above) or using privately owned vehicles on a reimbursable basis.

C3.1.2.3. Requirements for motor vehicles shall be based on the quantities authorized by approved authorization documents. Mobilization reserves may be provided only in special instances when approved by the Head of the DoD Component concerned.

C3.1.2.4. Authorization for motor vehicles shall be approved in accordance with policies and procedures established in Component supplements to this Regulation. Any authorization process must include the following:

C3.1.2.4.1. Has consideration been given to satisfying the requirement by use of existing or expanded DoD shuttle bus or taxi services?

C3.1.2.4.2. Can existing assets be redistributed on the installation to meet the requirement without causing an overall increase in vehicle authorizations?

C3.1.2.4.3. Can this requirement be adequately supported through the use of alternative transportation resources (such as scooters, bicycles, mopeds)?

C3.1.2.4.4. Will the vehicle meet utilization goals established for this type of vehicle?

## C3.2. ACQUISITION

C3.2.1 GENERAL. Section 15301-15313 of Pub. L. No. 99-272, "Consolidated Omnibus Budget Reconciliation Act (1986)" (reference (t)), indicates that acquisition of motor vehicles should be from the most cost-effective source, which may be by purchase, commercial lease, or assignment of GSA-acquired vehicles (i.e., the GSA IFMS), or by any other method less costly to the Government. Full-cost methodology must be used to determine the cost-effective method. (See Appendix 2.)

### C3.2.2. LIMITATIONS

C3.2.2.1. All commercial-type motor vehicles acquired within the Department of Defense shall be limited to the minimum body size and maximum fuel efficiency to fulfill the operational need for which the vehicles are obtained, unless they are alternative fueled vehicles. E.O. 12003 (reference (u)) requires that all sedans, station wagons, and light trucks (under 8,500 pounds GVWR) acquired by a Federal Agency must be the most fuel efficient available. However, the alternative fueled vehicle acquisition goals of Section 303 of the Energy Policy Act of 1992 (reference (r)) and E.O. 12844 (reference (s)), take precedence over the fuel efficiency requirements of reference (u).

C3.2.2.2. The acquisition of passenger sedans and station wagons by purchase, lease, or other means shall be limited to those designated as Class IA, IB, or II sedans or as Class IB or II station wagons (subcompacts or compacts) in GSA Federal Standard

122 (reference (v)), except as authorized in paragraphs C3.1.1.3., C3.1.1.4., C3.1.1.5., and C3.1.1.6., above, and C3.2.2.3., below, or when the Head of the DoD Component concerned or his or her designee approves the use of Class III as essential to the Component's mission. Class V limousines may be acquired only for those officials listed in paragraph C3.1.1.3., above. Class IV sedans may be acquired only for those officials listed in paragraph C3.1.1.4., above, and to meet the mission requirements of paragraph C3.1.1.5., above.

C3.2.2.3. The size of sedan authorized for use for law enforcement shall be the minimum size manufactured with the equipment modifications necessary to meet mission requirements. Since the size of police-equipped vehicles varies by procurement cycle, the DoD Components may authorize sedans larger than Class II if that class of vehicle is not factory equipped to perform the law-enforcement mission.

C3.2.2.4. Petroleum Policy. New equipment intended for deployment or employment outside the United States shall be designed to use mid-distillate type fuels, as described in DoD Directive 4140.25 (reference (w)). If acquisition of gasoline powered equipment is determined to be essential, authorization shall be made by the Head of the Component and specific logistics plans shall be made to support the equipment as part of the acquisition strategy.

C3.2.2.5. Maintenance Manuals. When purchasing new vehicles, Components should carefully review their requirements for maintenance manuals and purchase only the minimum to meet their needs. Where operationally feasible and cost-effective, maximum use should be made of microfiche, floppy disks, and compact disks instead of maintenance manuals.

### C3.2.3. ACQUISITION OF MOTOR VEHICLES

C3.2.3.1. The purchase of passenger-carrying motor vehicles (sedans, station wagons, buses, and ambulances) for use by the Government is controlled by law. Annually, Congress specifically authorizes the quantity of passenger-carrying vehicles to be purchased and establishes a base configuration unit cost for sedans and station wagons. Vehicles used in intelligence or counterintelligence gathering missions are exempt from cost limitations.

C3.2.3.2. The restrictions in paragraph C3.2.3.1., above, concerning unit costs, have been modified by 31 U.S.C. 1344(a) (reference (c)) for sedans and station wagons purchased during 1971 and in later years. This law allows the administrator of GSA to:

C3.2.3.2.1. Determine the systems and equipment required for standard passenger vehicles (sedans and station wagons) to be completely equipped for operation.

C3.2.3.2.2. Purchase systems and equipment the Administrator of GSA finds to be customary for standard passenger motor vehicles, the prices for which are considered not to be included in the statutory price limitations.

C3.2.3.3. Selection of additional systems or equipment by the DoD Components shall be based solely on the need to provide for economy, safety, security, efficiency, and suitability of the vehicle for the purpose intended. In determining which motor vehicles require specific additional systems or equipment, the DoD Components shall give consideration to the following:

C3.2.3.3.1. Climatic conditions prevailing in the area of motor vehicle operation.

C3.2.3.3.2. Effect on motor vehicle operational capabilities.

C3.2.3.3.3. Special terrain requirements.

C3.2.3.3.4. Availability of maintenance and service facilities.

C3.2.3.3.5. Conservation of energy resources.

C3.2.3.3.6. Use of alternative fuels.

C3.2.3.3.7. Human factors to improve job effectiveness.

C3.2.3.4. Motor vehicle air-conditioning may be authorized when the Head of the DoD Component concerned, or designee, has determined that it is required for safety and efficiency.

#### C3.2.4. LEASE OF MOTOR VEHICLES FROM COMMERCIAL SOURCES

C3.2.4.1. Conditions. The DoD Components may lease motor vehicles from commercial sources when one or more of the following conditions exist:

C3.2.4.1.1. The lease will provide a cost benefit to the Government (versus purchase).

C3.2.4.1.2. Unforeseen requirements arise which must be satisfied before motor vehicles can be obtained through a usually approved procurement program.

C3.2.4.1.3. Local laws or Status of Forces Agreements prevent the use of Government-owned vehicles.

C3.2.4.1.4. Vehicles that are not available from the GSA IFMS for assignment to the Component or GSA is more costly than leasing commercially.

C3.2.4.2. Short-Term Lease

C3.2.4.2.1. The DoD Components may lease motor vehicles for periods not exceeding 60 consecutive days without regard to established allowances to satisfy temporary peak workloads, unusual requirements, or emergencies.

C3.2.4.2.2. The class of motor vehicle leased to support the visit of a DoD official can be the same as that normally authorized that official. The class of vehicle leased in support of non-DoD officials, including those from foreign countries, shall be the same as that normally authorized a DoD official of comparable rank.

C3.2.4.3. Long-Term Leases. Except for motor vehicles to be used by officials listed in paragraphs C3.1.1.3. and C3.1.1.4., above, new leases for vehicles for terms exceeding 60 consecutive days shall be subject to the following approval requirements:

C3.2.4.3.1. For motor vehicles within the United States, prior approval to lease commercially shall be obtained from GSA by a central focal point designated by the Head of the DoD Component.

C3.2.4.3.2. For motor vehicles outside the United States, prior approval to lease commercially shall be obtained from the Head of the DoD Component concerned, or designee.

C3.2.4.3.3. Regarding the acquisition of foreign buses, the Component shall be in compliance with FAR 225.7007 (reference (x)), as it applies to the acquisition of foreign-made buses within, as well as outside, the United States.

C3.2.4.3.4. Requests for approval of commercial leases shall include full justification of the need for the vehicles and certification that other means of transportation are not available or suitable. Justification shall include the following:

C3.2.4.3.4.1. A copy of the cost-benefit analysis conducted in accordance with the Federal Acquisition Regulation, if applicable.



C3.2.4.3.4.2. Current authorization and assets by type to be leased.

C3.2.4.3.4.3. Year, model, mileage, and estimated repair cost of the motor vehicles to be replaced.

C3.2.4.3.4.4. Excess over authorization of other type motor vehicles on hand suitable for substitution.

C3.2.4.3.4.5. A statement on whether the motor vehicles are required to fill open authorizations or to replace existing inventories.

C3.2.4.3.4.6. A statement of impact or course of action if authority to lease is not granted.

C3.2.4.3.4.7. A statement on whether any part or all of the request is a renewal or whether the request is a new lease requirement.

C3.2.4.3.4.8. A statement of costs for lease by the month and annual total (include use, mileage, fuel, and maintenance costs).

C3.2.4.3.4.9. Anticipated period of use.

C3.2.4.3.4.10. GSA-Owned Vehicles. Nontactical vehicles owned by GSA as part of the IFMS and issued to the DoD Components will not be considered as long-term leased vehicles.

#### C3.2.5. INSURANCE AND MAINTENANCE OF LEASED MOTOR VEHICLES

C3.2.5.1. For hire solicitations and resulting contracts shall provide for insurance coverage as prescribed by applicable portions of the DFARS 225.7006 (reference (x)). Insurance will not be purchased for Government-owned vehicles, except when required by host nation laws or agreements.

C3.2.5.2. Leased motor vehicles shall be operated in the same manner prescribed for DoD-owned vehicles unless otherwise specified in the contract.

C3.2.5.3. The lessor shall perform all maintenance on leased motor vehicles, when practicable, unless it has been determined that it will be more economical, or it is a military necessity, for the DoD Component to perform such maintenance, in whole or in part.

#### C3.2.6. MARKING OF LEASED MOTOR VEHICLES

C3.2.6.1. Motor vehicles leased from commercial sources for more than 60 consecutive days must be identified and marked in the same manner as specified in paragraph C11.2.1., below. Leased vehicles shall not be repainted to conform to DoD Component vehicle colors.

C3.2.6.2. The application of markings on motor vehicles and the removal of such markings shall be subject to the agreement between the furnishing Agency and the Component making the leasing arrangements. Magnetic or other temporary methods for applying required markings shall be used to prevent added costs for removal.

C3.2.7. TELECOMMUNICATIONS EQUIPMENT IN LEASED MOTOR VEHICLES. When two-way communication is required, motor vehicles may be leased with the appropriate telecommunications equipment. Government-owned, two-way radio sets may be installed in leased vehicles when it is not feasible or practical to use the leased telecommunications equipment. Citizen Band (CB) radios are not authorized for installation in leased vehicles.

#### C3.2.8. INTERAGENCY MOTOR POOLS AND SYSTEMS

C3.2.8.1. Under E.O. 10579 (reference (h)), the Administrator of GSA is responsible for establishing and operating inter-Agency motor pools and systems.

C3.2.8.2. Development of systems and DoD Component cooperation. The Administrator of GSA is responsible for developing necessary data and cost statistics for use in determining the economic feasibility of establishing an inter-Agency motor pool in a particular area. When such consolidation appears to be feasible, the DoD Components shall be notified that a study is to be made. Each Component receiving such a notice shall make pertinent information available and designate officials with whom GSA may consult. Costs and other records shall be provided, to include inventory, operations, facilities, maintenance, personnel, and utilization data in the area being studied. When GSA considers that it is appropriate to establish an inter-Agency motor pool, a formal determination to that effect shall be made.

C3.2.8.3. When it appears feasible, commanders who are operating motor pools may submit requirements, through the appropriate DoD Component, to GSA to make a determination as to the establishment of an inter-Agency motor pool.

C3.2.9. ACQUISITION OF ASSETS TO SUPPORT MORALE, WELFARE, AND RECREATION (MWR) ACTIVITIES. Vehicles may be provided to MWR staff personnel engaged in direct administrative support of Categories A, B, and C activities as identified in DoD Directives 1015.1 and 1015.6 (references (y) and (n)). However, no vehicles shall be acquired with appropriated funds that were justified either partially or wholly for transportation support of MWR activities. Chapter 5 provides guidance on providing transportation support for MWR programs.

## C4. CHAPTER 4

### TRANSPORTATION BETWEEN DOMICILE AND PLACE OF EMPLOYMENT

#### C4.1. GENERAL

C4.1.1. The use of DoD motor vehicles shall be for official purposes only.

C4.1.2. Except as specifically provided therein, 31 U.S.C. 1344 (reference (c)) prohibits the use of an official vehicle for transport from an individual's domicile to place of employment, commonly known as domicile-to-duty.

C4.1.3. In areas outside of the United States, Unified Combatant Commanders may, in accordance with 10 U.S.C. 2637 (reference (z)), provide Government transportation for certain individuals when it is determined that public or private transportation is unsafe or unavailable. (See section C4.3., below.)

#### C4.2. POLICY

C4.2.1. 31 U.S.C. 1344 (reference (c)), as amended, authorizes domicile-to-duty transportation on an exception basis for individuals filling certain positions. These positions are listed in Appendix 1. Domicile-to-duty transportation for these individuals is considered an employer-provided fringe benefit and taxable income under current Law and Regulations (26 U.S.C. 61 and 132 (reference (aa))). Such persons will receive guidance on their tax liability in accordance with paragraph C1.2.2.2. A person in an "acting" capacity in any of these positions is not authorized domicile-to-duty transportation.

C4.2.2. The comfort and convenience of an official shall not be considered justification for the approval of domicile-to-duty transportation.

C4.2.3. Domicile-to-duty transportation shall only be authorized within the usual commuting area for the locale of the official's place of employment.

C4.2.4. Domicile-to-duty transportation, provided pursuant to the authority in paragraph C4.1.3., is **considered an employer-provided fringe benefit under current Law.**

C4.2.5. 31 U.S.C. 1344 also provides that the Secretary of Defense and the Secretaries of the Military Departments may authorize, in writing, on a nondelegable

basis, domicile-to-duty transportation for other personnel only under the following conditions:

C4.2.5.1. Considered essential in response to highly unusual circumstances that present a clear and present danger, and public or private transportation cannot be used.

C4.2.5.2. An emergency exists.

C4.2.5.3. Other compelling operational considerations make such transportation essential to the conduct of business.

C4.2.5.4. Considered essential for the safe and efficient performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties.

C4.2.5.5. Required for those individuals who perform field work; i.e., work performed by an employee whose position requires the employee's presence at various locations that are a significant distance from the person's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area) or at a remote location that is accessible only by Government-provided transportation. The field work authorization may not be used under the following conditions:

C4.2.5.5.1. The individual's workday begins at an official duty station.

C4.2.5.5.2. The individual normally commutes to a fixed location, however far removed from the official duty station.

C4.2.6. Transportation of Official Visitors. Official non-DoD visitors invited to participate in DoD activities may be provided fare-free transportation between commercial transportation terminals or residence and visitation point.

C4.2.7. Personnel authorized domicile to duty transportation may elect to share space in a Government passenger carrier with other individuals on a space-available basis provided that the passenger carrier does not travel additional distances as a result.

C4.2.8. Transportation Terminals. Motor vehicles owned or otherwise controlled by the Department of Defense shall be used for trips between domiciles or places of employment and commercial or military terminals only when:

C4.2.8.1. Used by individuals authorized transportation between domiciles and places of employment.

C4.2.8.2. Necessary because of emergency situations or to meet security requirements.

C4.2.8.3. The terminals are located in areas where other methods of transportation (see section C2.8., above) cannot meet mission requirements in a responsive manner.

C4.2.8.4. Authorized by paragraph C4.2.7.

C4.2.8.5. Authorized in the NCR by DoD Instruction 4515.7 (reference (b)).

C4.2.9. Based on the provisions of 41 CFR 101-6 (reference (bb)), domicile-to-duty transportation shall only be authorized when such transportation substantially increases the efficiency and economy of the Department of Defense. Unauthorized or willful misuse of a DoD motor vehicle shall be cause for action as described in Chapter 1, paragraphs C1.3.1. and C1.3.2.

#### C4.3. EXCEPTIONS

C4.3.1. In accordance with 10 U.S.C. 2637 (reference (z)), the Secretary of Defense has given overseas Unified Combatant Commanders authority to provide to the individuals listed below, transportation in areas outside the United States, including domicile-to-duty transportation, where it is determined by the Unified Combatant Commander that public or private transportation is unsafe or unavailable (e.g., terrorist activity, strikes, natural disasters, etc.).

C4.3.1.1. Members of the Uniformed Services.

C4.3.1.2. Federal employees.

C4.3.1.3. Spouses and dependents of such employees.

C4.3.2. The following requirements pertain to transportation authorized by section 2637:

C4.3.2.1. The initial transportation authorization will not exceed 90 days.

C4.3.2.2. If the conditions for the transportation authorization persist, the Unified Commanders may extend the authorization for vehicle use for additional specific time periods not to exceed 90 days per authorization.

C4.3.2.3. All approvals and the reasons for such authorization shall be in writing.

C4.3.2.4. The approving commander shall ensure that records are maintained on the transportation provided under this authority.

C4.3.3. The Unified Combatant Commander shall assess the provisions of such transportation, to determine if the circumstances requiring such transportation should continue.

C4.3.4. When it is determined that the motor vehicle transportation is required, the following methods shall be considered in the order shown, to the extent they are available and capable of meeting transportation requirements.

C4.3.4.1. DoD-scheduled bus service.

C4.3.4.2. DoD specially scheduled leased or owned bus service.

C4.3.4.3. Van pools.

C4.3.4.4. DoD motor vehicle centrally dispatched "taxicab" operation.

C4.3.4.5. DoD motor vehicles individually dispatched to licensed Uniformed Service member or Federal employee.

C4.3.5. Spouses and dependents are not permitted to operate the vehicles listed in paragraph C4.3.4.

C4.3.6. The Unified Combatant Commander will ensure that adequate records are maintained on transportation provided under this authority.

#### C4.4. GUIDANCE

C4.4.1. 31 U.S.C 1344 (reference (c)) (see paragraph C4.2.5.) authorizes domicile-to-duty transportation in situations involving highly unusual circumstances (e.g., a clear and present danger, an emergency, or other compelling operational considerations).

C4.4.1.1. The request for domicile-to-duty transportation shall be submitted through the appropriate military channel. Domicile-to-duty transportation requests

emanating from the Joint Staff and the Defense Agencies will be forwarded through established OSD channels.

C4.4.2. The Agency Head (Secretary of Defense, Secretaries of the Military Departments) may approve (nondelegable) a written determination containing the following information:

C4.4.2.1. The name (or other identification, if confidential) and title of the individual.

C4.4.2.2. The reason for the determination.

C4.4.2.3. The anticipated duration of the authorization.

C4.4.3. The initial duration of a determination shall not exceed 15 consecutive days. Should the circumstances continue, the Agency Head may approve a subsequent determination of not more than 90 additional consecutive days. If at the end of the subsequent determination, the circumstances continue to exist, the Agency Head may authorize an additional extension of 90 consecutive days. This process may continue as long as required by the circumstances. The Commander-in-Chief (CINC) shall ensure that records are maintained on transportation provided under this authority.

C4.4.4. With the exception of those authorizations approved in accordance with paragraphs C4.4.2., C4.4.3., and C4.4.4., each initial determination shall be submitted to Congress promptly, but not later than 30 days after approval. Subsequent determinations may be consolidated into a single report and submitted quarterly. The reports shall be sent to the following:

C4.4.4.1. Chairman, Committee on Governmental Affairs  
United States Senate  
Dirksen Senate Office Building, Suite SD-340  
Washington, DC 20510

C4.4.4.2. Chairman, Committee on Government Operations House of  
Representatives  
House of Representatives  
Rayburn House Office Building, Suite 2157  
Washington, DC 20515



C4.4.5. A copy of each notification letter to Congress shall be sent to:

C4.4.5.1. Assistant Deputy Under Secretary of Defense  
Transportation Policy  
3500 Defense Pentagon  
Washington, DC 20301-3500

C4.4.5.2. For domicile-to-duty transportation involving "field work," (as defined in 41 CFR 101-6 (reference (bb))):

C4.4.5.2.1. The Agency Head must approve, in writing, those positions authorized for "field work." These authorizations may cover periods of up to two years from the date of approval. Some examples of field work could include:

C4.4.5.2.1.1. Medical officers performing outpatient medical service away from a hospital.

C4.4.5.2.1.2. Military recruiters who proceed directly from their domiciles to conduct official recruiting matters, when it is determined to be infeasible or impractical for the recruiter to first proceed to an office location where the Government motor vehicle is normally garaged.

C4.4.5.2.1.3. Quality assurance representatives, auditors, subsistence procurement agents, and inspectors who perform field work involving itinerant travel.

C4.4.5.2.2. The field work determination should contain sufficient information such as the position title, number of employees, and operational level where the work is to be performed to satisfy an audit, if necessary.

C4.4.5.2.3. The assignment of an individual to such a position does not, of itself, entitle that individual to receive daily domicile-to-duty transportation. When authorized, such transportation should be provided only on days when the individual actually performs field work.

C4.4.5.2.4. All field work determinations shall be updated and approved biannually by the Agency Head.

C4.4.5.3. Domicile-to-duty transportation involving the performance of intelligence, counterintelligence, protective services, or criminal law enforcement duties:

C4.4.5.3.1. Within each DoD Component engaged in an intelligence, counterintelligence, protective services, or criminal law enforcement mission, justification for domicile-to-duty transportation, considered essential for the efficient conduct of such mission, shall be submitted to the appropriate Secretary.

C4.4.5.3.2. All domicile-to-duty transportation authorizations must be approved in writing by the Secretaries. There is no requirement for reports to Congress for domicile-to-duty transportation provided under the provisions of paragraph C4.3.1. Each Agency shall, however, maintain a central record system of those positions or persons for whom domicile-to-duty transportation is authorized. In addition, each approving authority shall establish a procedure to review, on an annual basis, the continued need for these domicile-to-duty authorizations.

#### C4.5. LOGS

C4.5.1. Logs or other records shall be maintained:

C4.5.1.1. Locally for a period to conform with Agency records disposition schedules.

C4.5.1.2. The logs or records must contain the following information:

C4.5.1.2.1. Name and title of employee (or other identification, if (confidential) using the passenger carrier.

C4.5.1.2.2. Name and title of person authorizing use.

C4.5.1.2.3. Passenger carrier identification.

C4.5.1.2.4. Date.

C4.5.1.2.5. Location.

C4.5.1.2.6. Duration.

C4.5.1.2.7. Circumstances requiring domicile-to-duty transportation.

C4.5.2. The requirement to maintain logs for domicile-to-duty transportation applies equally to all categories of vehicles.

## C5. CHAPTER 5

### BUS TRANSPORTATION SERVICES

#### C5.1. GENERAL

C5.1.1. Government-provided bus transportation will be categorized as group transportation services, mass transit, and shuttle bus service. Each DoD Component shall establish appropriate controls to ensure that services are provided in accordance with policies contained herein.

#### C5.1.2. Application of the various types of available services:

C5.1.2.1. Group transportation services shall normally be limited to those situations where there is a need to move personnel from domicile-to-duty from other than Government installations and subinstallations when considered necessary for the effective conduct of the affairs of the Department. Privately owned vehicles, car pools, van pools, and buses shall continue to be the primary sources of domicile-to-duty transportation.

C5.1.2.2. Shuttle bus service shall be established solely to meet local DoD requirements and shall operate only in duty areas. Available space on shuttle buses may be used by other categories of personnel; however, such conveyances may not be used to provide domicile-to-duty transportation. See section C5.6., below.

C5.1.2.3. Mass transit service is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit service may be used to provide other "non-duty" types of transportation within a military installation or between subinstallations on a fare basis.

C5.1.3. When more than one of these services is deemed appropriate for an installation, their use should be integrated in the overall installation transportation plan and with any commercial service being provided. There should be a clear distinction concerning the purposes of the various types of service.

#### C5.2. GROUP TRANSPORTATION

C5.2.1. 10 U.S.C. 2632 (reference (cc)), provides that whenever the Secretary of a Military Department determines that the effective conduct of the affairs of the Department requires assured and adequate transportation facilities, he or she may

provide transportation service by motor vehicle (having a seating capacity of 12 or more passengers) to and from places of employment for individuals attached to, or employed in, that Department. In each case transportation services are provided, a reasonable fare shall be charged. In authorizing the establishment of such systems, the Secretary or designee, must determine that:

C5.2.1.1. Other facilities are inadequate and cannot be made adequate;

C5.2.1.2. A reasonable effort has been made to induce operators of private companies to provide the necessary transportation, and such effort has not been successful; and

C5.2.1.3. The services to be furnished will make proper use of transportation facilities, and will provide the most efficient transportation to the persons concerned.

C5.2.2. Should a Defense Agency activity require group transportation services, the necessary justification should be forwarded to DUSD(L/TP) for review and necessary approval. See section C5.3., below, for the information required in the justification.

C5.2.3. When determinations have been made that such services are required, the Component concerned may:

C5.2.3.1. Buy or hire motor vehicles having a seating capacity of 12 or more passengers.

C5.2.3.2. Maintain and operate the equipment with Government-owned or contractor facilities.

C5.2.3.3. Lease or charter the equipment to public or private carriers for operation.

C5.2.4. All fares and proceeds received by Components from the operation of group transportation services must be accounted for and deposited in the U.S. Treasury as miscellaneous receipts, pursuant to 10 U.S.C. 2632 (reference (cc)), in accordance with finance regulations of the Component concerned.

C5.2.5. The fare system will be structured to recover all costs of providing the group transportation service, including capital investment, salaries, operations, and maintenance. If the group transportation vehicle is used for both operational (mission) and group transportation, only the costs directly related to group transportation must be recovered. Since these vehicles are acquired in direct support of the defense mission, acquisition costs will not be recovered through the fare system.

C5.2.6. Transportation furnished under this provision shall be reviewed at least annually to determine its continuing validity.

### C5.3. REQUESTS FOR GROUP TRANSPORTATION

C5.3.1. Requests for authority to establish group transportation services shall be submitted to the headquarters of the Military Department concerned for a determination. The following information shall be provided:

C5.3.1.1. Name of the activity.

C5.3.1.2. Location of the activity.

C5.3.1.3. Mission of the activity.

C5.3.1.4. Current military strength.

C5.3.1.5. Current civilian strength.

C5.3.1.6. Authorized changes that shall affect transportation requirements. (Show breakout of shifts, if applicable.)

C5.3.1.7. A description of existing facilities, including the use of privately owned vehicles, car pools, and group riding arrangements.

C5.3.1.8. Points to which service is required and the distance between the installation and each point.

C5.3.1.9. The number of people requiring recurring transportation between the installation and each point. (Indicate by shift if applicable.)

C5.3.1.10. A statement describing the efforts that have been made to make existing public or private facilities adequate or efforts to induce private operators to provide the necessary transportation.

C5.3.1.11. The type of service proposed, plus information concerning all necessary arrangement, such as rentals, charters, rates, schedules; and type source, number, and seating capacity of the equipment to be used. The amount of fare to be charged shall be stated and a map or sketch of the area enclosed. If the proposed service is to be operated with Government-owned equipment, requests must indicate

that the local commercial carriers have been contacted and they have no desire or capacity to provide the service.

C5.3.1.12. A statement as to the estimated cost and availability of appropriated funds to operate the service.

C5.3.1.13. The date on which the service is needed or can be started.

C5.3.2. In exercising the authority to provide group transportation service to and from places of employment, Military Departments shall consider the following conditions as a basis for approval of such services:

C5.3.2.1. Where an installation or other DoD activity is so located with respect to personal residential areas that some form of Government assistance is necessary to ensure adequate transportation.

C5.3.2.2. In overseas commands where, due to the absence of adequate public or private transportation, local political situations, security, personal safety, or the geographical location of the duty stations, such transportation is considered essential to the effective conduct of the Department's business.

C5.3.2.3. Operational data and reports on group transportation services shall be made in accordance with applicable regulations of the Component concerned.

#### C5.4. MASS TRANSIT SERVICES

C5.4.1. Pursuant to 10 U.S.C. 2632 (reference (cc)), the Secretary of a Military Department may authorize the use of mass transit vehicles on any military installation, or, in some cases, subinstallations. This support may be provided to military personnel, DoD civilians, contractors, and their dependents. It may be provided with either Government-owned and/or -leased assets, or contracted with a commercial carrier. The DoD Components shall establish appropriate controls to ensure services are provided in accordance with the policies contained herein. Privately owned vehicles, car pools, van pools, and scheduled buses shall continue to be the primary source for transportation. When providing mass transit services a reasonable fare must be charged, except that a fare may not be charged to military personnel for transportation incident to the performance of their official duties. The Service Secretary concerned may waive the requirement for imposition of any fare for military installations that he or she determines are located in an area not adequately served by regularly scheduled and timely commercial municipal services. In authorizing the establishment of such systems, the Secretary (or designee) must determine that:

C5.4.1.1. There exists a potential for saving energy and for reducing air pollution.

C5.4.1.2. A reasonable effort has been made to induce operators of private companies to provide the necessary mass transportation, and such an effort has been unsuccessful; and

C5.4.1.3. The service to be provided will make proper use of transportation facilities, and will supply the most efficient transportation to the persons concerned.

C5.4.2. The mass transportation may be used to provide domicile-to-duty transportation on military installations or between subinstallations in reasonable proximity. The service may also be used to provide transportation:

C5.4.2.1. To and from places of duty and employment on a military installation.

C5.4.2.2. To and from a military installation in a remote area determined by the Secretary of the Military Department not to be adequately served by regularly scheduled commercial mass transit.

C5.4.2.3. Between places of employment for persons attached to, and employed in, a private plant that is manufacturing material for the Department, but only during war or national emergency declared by Congress.

C5.4.3. When determinations have been made that such services are required and may produce fuel economies and a reduction in pollution, the Military Department concerned may:

C5.4.3.1. Rent or Lease Motor Vehicles. When motor vehicles are rented or leased specifically and exclusively for mass transit, a fare must be charged computed to recover all rental or lease costs including contract administration costs, salaries, operations, and maintenance.

C5.4.3.2. Purchase Vehicles with Appropriated Funds. When assets are purchased specifically and exclusively for mass transit, a fare must be charged to recover all acquisition costs.

C5.4.3.3. Lease, or charter the equipment to private or public carriers for operation under the terms that are considered necessary by the Secretary or designee. When these vehicles are used exclusively for mass transit, the acquisition cost must also be recovered in the fare system.

C5.4.4. The fare system will be structured to recover all costs of providing the mass transit service including capital investment, salaries, operations, and maintenance. If the mass transit vehicle is utilized for both operational (mission) and mass transit purposes, only the costs directly related to mass transit must be recovered. Since these vehicles are acquired in direct support of the defense mission, acquisition costs will not be recovered through the fare system. In overseas areas, unless determined by the Secretary or designee as an area inadequately served by public transit, a reasonable fare shall be charged that is not more than would be charged if such services were available through local commercial transportation.

C5.4.5. All fares and proceeds received by Military Departments from the operation of mass transit service must be accounted for and deposited in the U.S. Treasury as miscellaneous receipts in accordance with the finance regulations of the Departments concerned.

C5.4.6. Transportation services provided under this authorization shall be reviewed locally at least annually to ensure that the fare schedule is adequate and that the most efficient form of service is being provided.

#### C5.5. REQUESTS FOR MASS TRANSPORTATION SERVICES

C5.5.1. Requests for authority to establish mass transportation services shall be submitted to the Head of the DoD Component concerned, or designee. The following information shall be furnished:

C5.5.1.1. Name of the activity.

C5.5.1.2. Location of the activity.

C5.5.1.3. Mission of the activity.

C5.5.1.4. Current military strength.

C5.5.1.5. Current civilian strength.

C5.5.1.6. Authorized changes that will affect transportation requirements.  
(Show breakdown of work shifts, if applicable.)

C5.5.1.7. A description of existing facilities, including the use of privately owned vehicles, car pools, and group-riding arrangements.



C5.5.1.8. Points to which service is required and the distance between the installation and each point.

C5.5.1.9. The number of people requiring recurring transportation between the installations and each point. (Indicate by shift, if applicable.)

C5.5.1.10. A statement describing the efforts that have been made to make existing public or private facilities adequate, or efforts to induce private operators to provide the necessary transportation.

C5.5.1.11. The type of service proposed, plus information concerning all necessary arrangements such as rentals, leases, rates, routes, schedules and type, source, number, and seating capacity of the equipment to be used. The amount of the fare to be charged shall be stated and a map or sketch of the area enclosed. If the proposed service is to be operated with Government-owned or -leased vehicles, there must be an indication that the local commercial carriers have been contacted and that they have either no desire or no capability to provide the service.

C5.5.1.12. A statement of the estimated cost and the availability of appropriated funds to operate the service.

C5.5.1.13. The amount of fare to be charged or a request to waive the fare as authorized under paragraph C5.4.1., above.

C5.5.1.14. The date on which the service is needed or can be started.

## C5.6. SHUTTLE BUS SERVICE

C5.6.1. The capability to transport groups of individuals on official business between offices on installations or between nearby installations is a recognized requirement and is essential to mission support. The use of an effective shuttle bus system reduces the requirements for recurring dispatch (Class B) vehicles. Shuttle bus services are provided fare-free.

C5.6.2. Shuttle bus service may be provided on or between installations for the transportation of:

C5.6.2.1. Military personnel and DoD employees between offices and work areas of the installation(s) or activity during designated hours when justified by the ridership.

C5.6.2.2. Enlisted personnel between troop billets and work areas.

C5.6.2.3. DoD contractor personnel conducting official defense business.

C5.6.2.4. Employees of non-DoD Federal Agencies on official business. Such transportation will only be provided over routes established for primary support of the defense mission.

C5.6.3. In isolated sites with limited support facilities where DoD personnel and dependents need additional life support (medical, commissary, and religious) which directly affects health, morale and welfare of the family, shuttle bus service may be provided.

C5.6.4. The following instructions apply in establishing and maintaining shuttle bus routes:

C5.6.4.1. Established routes and schedules must be based on a validated need to transport passengers authorized under paragraph C5.6.2.1., above. Shuttle bus routes (see C5.6.2.2., above) will not be used to provide domicile-to-duty travel, except when supporting enlisted personnel between troop billets and work areas.

C5.6.4.2. The conveyance used must be no larger than the most economical available to accommodate "duty" passengers.

C5.6.4.3. Surveys must be conducted at least annually to ensure that the conditions cited in paragraphs C5.6.2.1. and C5.6.2.2., above, remain valid.

C5.6.5. Space-available transportation on existing, scheduled shuttle buses may be provided to the following categories of passengers:

C5.6.5.1. Off-duty military personnel or DoD civilian employees.

C5.6.5.2. Reserve and National Guard members.

C5.6.5.3. Dependents of active duty personnel.

C5.6.5.4. Retirees.

C5.6.5.5. Visitors to the base (intra-installation only).

C5.6.5.6. In overseas areas, volunteers of Type 2 - Affiliated Private Organization as identified in DoD Instruction 1000.15 (reference (dd)).

C5.6.6. Shuttle bus service may be provided with DoD-owned or contract equipment. Expenses for the operation of such services will be paid from appropriated funds.

#### C5.7. EMERGENCY BUS SERVICE

Transportation between domicile and place of employment may be provided for military personnel and civilian employees during public transportation strikes and transportation stoppages, in compliance with 10 U.S.C. 2632 (reference (cc)) but only to those employees of DoD Components who are actively engaged in projects, or in the support of projects; the delay of which would adversely affect national defense. A fare that recovers the operational costs shall be charged for such service and accounted for as outlined in paragraphs C5.2.4. and C5.2.5., above. Routine works such as construction, repair, or overhaul of aircraft, ships, or material peculiar to the Military Departments shall not qualify under this policy. When transit strikes, or other work stoppages, are imminent or in progress, Heads of installations or activities who determine that transportation between domicile and place of employment is essential, shall submit the following information to the Head of the Agency, or designee, for the necessary authority:

C5.7.1. Installation or activity requiring transportation support.

C5.7.2. General nature of the transportation requirements, including efforts to induce private facilities to provide the necessary transportation.

C5.7.3. Titles of critical projects.

C5.7.4. Type(s) of motor vehicle required.

C5.7.5. Number of vehicles (by type) required.

C5.7.6. Availability of vehicles to satisfy the requirement.

C5.7.7. Number of personnel, by project, to be transported.

C5.7.8. Proposed fares.

## C5.8. MWR SUPPORT SERVICES

Bus service in support of DoD-authorized MWR programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the DoD mission. This service is limited to full support of Category A activities, substantial support of Category B, some support of Category C, and very little for Category D, as outlined in DoD Instruction 1000.15 (reference (dd)) and DoD Directive 1015.6 (reference (n)). Since group travel vehicles may not be acquired or leased with appropriated funds solely or partially to support MWR activities, family support programs, or private organizations, (see C3.11., above) no portion of the acquisition cost of the vehicle shall be considered in determining the reimbursable expenses to be charged or in the determination of motor vehicle authorizations. Approval for this transportation service can be delegated to the installation commander who must consider the potential of competition with commercial transportation sources in the decision process. Such services cannot be provided for domicile-to-duty transport. Additionally, it is subject to the following restrictions:

C5.8.1. Transportation may be provided on a nonreimbursable basis for the following categories:

C5.8.1.1. In support of the Chaplain's program (not domicile-to-duty).

C5.8.1.2. MWR functional staffs engaged in routine direct administrative support of Category A, B, and C activities. (See Figure C5.F1.)

C5.8.1.3. Teams composed of personnel officially representing the installation in scheduled competitive events.

C5.8.1.4. DoD personnel or dependent spectators attending local events in which a command or installation-sponsored team is participating.

C5.8.1.5. Entertainers, guests, supplies, and/or equipment essential to the MWR programs.

C5.8.1.6. MWR-sponsored activities (Categories A, B, and C) including recreational tours and trips when fees are not levied upon the passengers (except fees made to cover the cost of the driver, when required) and when approved by the installation commander. Assets may be used in support of MWR only after mission requirements have been met. (See C3.11., above.)

C5.8.2. Transportation may be provided for special activities, such as scouting programs and private organizations as outlined in DoD Instruction 1000.15 (reference (dd)). Such service shall be accomplished on a reimbursable basis covering all operations and maintenance costs of providing the service.

Figure C5.F1. Categories of MWR Activities

CATEGORY A - MISSION-SUSTAINING ACTIVITIES

Armed Forces Professional Entertainment Programs Overseas  
Common Support Services  
Gymnasium/Physical Fitness/Aquatic Training  
Libraries  
Parks and Picnic Areas  
Recreation Centers/Rooms  
Shipboard/Isolated/Deployed/Free Admission Motion Pictures  
Sports/Athletic (Self-Directed, Unit-Level, Intramural)  
Unit-Level Programs and Activities  
Temporary Lodging Facility (In support of official travel)

CATEGORY B - COMMUNITY SUPPORT ACTIVITIES

Arts and Crafts Skill Development  
Automotive Crafts Skill Development  
Child Development Centers  
Entertainment (Music and Theater)  
Outdoor Recreation  
Recreational Swimming Pools  
Sports Programs (Above the intramural level)  
Youth Activities  
Stars and Stripes  
Bowling Centers (12 lanes or less)  
Joint Service Facility  
Marinas without Resale or Private Boat Berthing  
Military Open Messes/Clubs  
Recreation Equipment Checkout  
Recreational Information, Tickets, and Tours Services  
Temporary Lodging Facility

CATEGORY C - BUSINESS ACTIVITIES

Aero Clubs  
Amusement Machine Locations and Centers  
Animal Care Funds  
Armed Forces Recreation Centers (Accommodation/dining and resale facilities)  
Audio/Photo and other Resale Activities  
Bingo  
Bowling Centers (over 12 lanes)  
Cabins/Cottages/Cabins/Recreational Guest Houses  
Catering  
Civilian Dining, Vending, and Other Resale Activities and Services  
Golf Courses  
Marinas and Boating Activities with Resale or Private Boat Berthing  
Motion Pictures (Paid admission functions)  
Motorcycle Clubs  
Package Stores  
Parachute/Sky Diving Clubs  
Rod and Gun Clubs  
Skating Rinks  
Skeet/Trap Ranges  
Snack Bars/Soda Fountain  
Stables  
Supplemental Mission Funds (In-flight services/military museums, etc.)  
Unofficial Commercial Travel Services

## C6. CHAPTER 6

### TRANSPORTATION OF DEPENDENT SCHOOL CHILDREN

#### C6.1. GENERAL

This Chapter outlines DoD policy for providing transportation services in support of the education of dependents of DoD personnel and other children eligible to attend schools operated by the Department of Defense. Specific policies and procedures are provided for both the United States and overseas areas.

#### C6.2. UNITED STATES

C6.2.1. SCOPE. This section governs school transportation services for all DoD dependent students attending schools located in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the possessions of the United States, including the Trust Territory of the Pacific Islands and Midway Island, as defined in paragraph C1.1.4. It also applies to the other children eligible to attend schools operated by the Department of Defense in Puerto Rico.

#### C6.2.2. AUTHORITY

C6.2.2.1. Pub.L. No. 81-874 (1950), as amended (reference (ee)), provides authority and eligibility criteria to extend Federal assistance to eligible local education agencies providing educational services for children residing on Federal property, including DoD installations.

C6.2.2.1.1. In consideration for this assistance, local education agencies providing transportation to school children in their districts must also provide transportation to school children residing on DoD installations that are located within their school districts.

C6.2.2.1.2. Should local education agencies lack the necessary facilities to provide transportation for children residing on DoD installations, transportation may be provided by the Department of Defense. The cost for such transportation may be reimbursed by the local education Agency under current Department of Education policies.

C6.2.2.2. 10 U.S.C. 2639 (reference (ff)) authorizes the use of appropriated funds to provide transportation for minor dependents to and from primary and secondary schools when the schools are not accessible by regular means of transportation.

### C6.2.3. POLICY

C6.2.3.1. DoD transportation facilities shall be used for transportation of dependent school children only as specifically provided in this Regulation.

C6.2.3.2. Transportation may be provided to:

C6.2.3.2.1. Local public schools when the schools are not accessible or serviced by local school bus transportation.

C6.2.3.2.2. Nearby public schools, other than the local public schools when:

C6.2.3.2.2.1. The nearby public school is not accessible; and

C6.2.3.2.2.2. The activity designated by the Assistant Secretary of Defense (Personnel and Readiness) as responsible for overseeing dependent education has determined that local public schools in which the children would normally be enrolled are unable to provide adequately for their education; that attendance at other public schools (to include public schools for the handicapped) in a nearby education agency district can be arranged; and that transportation is not available as described in subparagraph C6.2.2.1.1., above.

C6.2.3.3. Funds may be expended for transportation to public schools (local or nearby) only when an appropriate official of the local education agency advises that school transportation will not be provided by the local education agency. (See paragraph C6.2.2.1.2., above.)

C6.2.3.4. The walking distance between residence and school or between residence and designated bus stop shall be established for dependent children by local school authorities.

C6.2.3.5. When more than one DoD installation is involved, transportation arrangements shall be coordinated by the dominant user to minimize required transportation resources.



C6.2.3.6. Where it is necessary for a DoD Component to provide transportation for dependents to public schools or to schools operated on DoD installations for dependent children, written agreements shall be entered into with the local education agency as to the services and facilities to be furnished and the arrangements for reimbursement. (See paragraph C6.2.2.1.2., above.)

C6.2.3.7. Reimbursements shall be governed by DoD Directive 7220.9-M (reference (i)).

#### C6.2.4. AUTHORIZED SERVICES

C6.2.4.1. Only one round trip per day to and from school is authorized for any one child.

C6.2.4.2. Dependent school children may use available, regularly scheduled DoD transportation within and between installations when traveling to and from school to make connections with regular means of transportation. Similarly, special transportation may be provided within the installation if this would serve to make schools accessible by regular means of transportation.

C6.2.4.3. Transportation may be provided to private schools within a reasonable distance when:

C6.2.4.3.1. The private school is not accessible and private school transportation, either with or without cost to the child, is not available; and

C6.2.4.3.2. The parent of the child submits a written request for transportation to the head of the installation concerned; and

C6.2.4.3.3. The Head of the installation determines that:

C6.2.4.3.3.1. The public schools available in the locality are unable to provide an adequate education for the child or children concerned. An adequate education is considered one that meets the State certification and regional accreditation requirements;

C6.2.4.3.3.2. The motor vehicles authorized for transporting dependent school children to public schools have extra space and can convey those attending private schools without materially deviating from the established route to the public schools; or

C6.2.4.3.3.3. The DoD installation is so remotely located that the private school is not accessible by regular means of transportation;

C6.2.4.4. DoD motor vehicle transportation will not be provided to students when adequate transportation is provided by the public school system;

C6.2.4.5. Transportation services for handicapped students are authorized as described in paragraph C6.3.4.3., below.

#### C6.2.5. SAFETY AND SECURITY

C6.2.5.1. Student Conduct. School officials are responsible for the development and enforcement of standards of student behavior aboard school buses. Riding a school bus is a privilege. Should a student be reported for misconduct, corrective action may be taken, to include loss of his or her riding privilege.

C6.2.5.2. Safety Reviews. Heads of installations and appropriate school officials are required to conduct periodic safety review of their school buses and of the loading and unloading areas. Contracts for school bus services should contain a provision for similar routine safety review of contractor motor vehicles and services.

C6.2.5.3. Contingency Planning. Heads of installations shall work with appropriate school officials to develop and publish contingency plans for transporting students.

C6.2.5.4. Safety Attendants, School Bus Monitors, and Security Personnel. The provisions of paragraph C6.3.6.4. also apply to school bus services supporting Section 6 Schools and Section 6 School Arrangements.

C6.2.6. EXCEPTIONS. In special situations, Section 6 School officials may grant exceptions to the commuting area or walking distance criteria after full consideration of circumstances and the evaluation of alternatives. Requests for exception shall be initiated by the sponsor, endorsed by the local principal, and forwarded to the appropriate Section 6 Arrangement Superintendent or the Director of Section 6 Schools, as appropriate.

### C6.3. OVERSEAS AREAS

C6.3.1. SCOPE. This section applies to all DoD-operated or non-DoD schools located outside of the United States. It also applies to such services for DoD dependents authorized to attend non-DoD schools outside the United States.

C6.3.2. AUTHORITY. 20 U.S.C. 921 (reference (gg)) authorizes the Secretary of Defense to establish and operate a program to provide free public education through secondary schools for DoD dependents in overseas areas, including necessary incidental services.

C6.3.3. COMMUTING AREA. The school commuting area is defined as a specific geographic area formally designated for determining eligibility for transportation of dependent students to a DoD-operated school. School bus services will be provided to all authorized students residing within the commuting area in accordance with this Regulation. A map and/or a narrative description shall be used to identify the commuting area.

#### C6.3.3.1. DoD-Operated Schools

C6.3.3.1.1. The DoD Dependents Schools (DoDDS) Regional Director, or designee, after consultation with the Installation or Community Commander, shall establish a commuting area for each primary school. The commuting area for a secondary school shall consist of the commuting areas for all primary schools included in the secondary school feeder plan.

C6.3.3.1.2. The commuting area shall be based on the availability of adequate housing within the proximity of the school. Elapsed travel time via designated modes of transportation from the farthest point within the area should not normally exceed 1 hour, except as authorized in section C6.3.7., below. The area need not be equal in distance from the school, nor need it be as far as 1 hour travel time. If sufficient adequate housing is available within a closer distance; e.g., 20 minutes, then that area should be designated as the commuting area. If a locality or section otherwise within the commuting area has difficult or unsafe access; e.g., during the winter, it may be excluded from the commuting area.

C6.3.3.1.3. The school commuting area shall be given widespread publicity by the Community Commander. Pertinent information on the area and a copy of the area map should be included in the community "Welcome Packet" and sponsor's information package. The significance of the school commuting area will be addressed during the inprocessing of all personnel, and again in the initial visit to the Housing

Referral Office, so that each sponsor is well informed before looking for housing. The school commuting area and the established school bus routes should also be clearly marked on larger scale wall maps in the Housing Referral Office.

C6.3.3.1.4. Each incoming sponsor shall be required to certify in writing that he or she has been advised by the Installation or Community Commander regarding the commuting area and understands that, if family housing is obtained outside this area, transportation of any dependent student between residence and an existing school bus stop within the commuting area is the sponsor's responsibility. The certification will be filed in the Housing Referral Office for the length of the sponsor's tour and any extensions thereof.

C6.3.3.2. Non-DoD Schools. In some locations, DoDDS may authorize students to attend a non-DoD school.

C6.3.3.2.1. When school bus service is included as part of the tuition services, the commuting area used by the non-DoD school will apply.

C6.3.3.2.2. When a non-DoD school does not provide transportation as part of the tuition services, a school commuting area shall be established and administered as described in section C6.3.3., above.

#### C6.3.3.3. Walking Distance

C6.3.3.3.1. The walking distance is the distance a student may be required to walk between that student's primary residence and the school or designated bus stop. Normally, it should not exceed 1 mile for students in kindergarten through grade 6 and 1.5 miles for students in grades 7 through 12.

C6.3.3.3.2. Except for handicapped students as described in paragraph C6.3.4.5. below, school bus services will not be provided within the designated walking area around the school. To the degree possible, these areas shall be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc.

### C6.3.4. AUTHORIZED SERVICES

#### C6.3.4.1. DoD-Operated Schools

C6.3.4.1.1. One round-trip to and from school may be provided each school day to dependent students enrolled in DoDDS schools who:

C6.3.4.1.1.1. Reside outside of the walking area of the school but within the designated commuting area of the school, or

C6.3.4.1.1.2. Reside outside of the walking area and the commuting area, but are transported at their own expense to an existing school bus stop within the commuting area.

C6.3.4.1.1.3. Transportation to/from home for lunch shall not be provided.

C6.3.4.1.2. Transportation normally shall be provided to/from centrally located bus stops in the area of the student's primary residence. When requested by the sponsor, parent or guardian, transportation may be provided to and/or from an alternate care provider such as a Child Development Center located within the commuting area. Changes in transportation service shall be held to a minimum. They may not be authorized on a day-by-day basis.

C6.3.4.1.3. Curb-to-curb transportation shall not be provided except as outlined in paragraph C6.3.4.3., below, for handicapped students.

C6.3.4.1.4. Students who are enrolled in a nonfederally-connected category may be transported on existing routes provided space is available on the route(s) to be used. The students shall not be provided with commuter passes or bus tickets instead of transportation in kind.

C6.3.4.1.5. Transportation may be provided to all students participating in school-sponsored educational activities, such as study trips.

C6.3.4.1.6. Subject to the availability of funds, transportation may be provided to all students participating in co-curricular activities under the conditions established by school authorities.

C6.3.4.1.6.1. These are school-sponsored activities designed to provide students the opportunity to participate on an individual or group basis in public events in environments other than the school for enjoyment, motivation, and improvement of skills.

C6.3.4.1.6.2. To encourage participation in these voluntary activities, which normally take place after the normal school day has ended and regular school-to-home transportation has terminated, transportation from the school to a limited number of central locations, such as bus or rail terminals or principal housing

areas, is authorized as approved by school authorities and subject to the availability of funds.

#### C6.3.4.2. Non-DoD Schools

C6.3.4.2.1. Students who reside beyond the walking distance of a non-DoD school and who attend at DoD expense shall use transportation provided or arranged by non-DoD schools when it is included as part of the tuition paid.

C6.3.4.2.2. When a non-DoD school does not provide transportation or the cost of transportation is charged separately, the cognizant DoDDS Regional Director, or designee, in conjunction with the Installation or Community Commander, shall determine the appropriate means of transportation.

C6.3.4.2.3. Transportation shall be provided for dependent students who are attending non-DoD schools in overseas areas at no expense to the U.S. Government only when such attendance has been approved by the cognizant DoDDS Regional Director.

C6.3.4.3. Handicapped Students. Special emphasis shall be placed on meeting the transportation needs of handicapped students. Special transportation services that are prescribed in a student's Individual Education Plan (IEP) by the Case Study Committee (CSC) of the receiving school, or by a Special Education Hearing Officer, or by a court must be provided. Examples of special services that may be required include, but are not limited to, curb-to-curb transportation between the student's residence and the school, establishment of a special bus stop within a designated distance of the student's residence, use of a special safety harness, transportation of a seeing eye or hearing dog, or assignment of a one-on-one attendant, or aide, for dangerous, physically-aggressive students.

C6.3.4.4. Motor vehicles used solely to transport special education students shall be equipped with a seat belt for each passenger.

C6.3.4.5. Motor vehicles transporting more than two special education students or any student for whom a special four-point harness is required must also transport a safety aide who is trained to assist the handicapped.

C6.3.4.6. Motor vehicles used to transport students who normally use wheelchairs shall be equipped with a lifting device or a ramp which can be secured to the vehicle. Approved wheelchair restraining devices shall be installed and used.

### C6.3.5. TRANSPORTATION RESOURCES

C6.3.5.1. Students shall be transported at the lowest practical cost. Transportation service must be based upon a thorough analysis and periodic review of student demand, routes, and schedules by the Installation and/or Community Commander in coordination with appropriate DoDDS representatives. Full consideration shall be given to the following:

C6.3.5.1.1. Staggering school operating hours to permit vehicles to operate multiple trips per day to or from a given school or group of schools.

C6.3.5.1.2. Altering school organization plans and establishing flexible school boundaries or walking distances to maximize use of transportation resources.

C6.3.5.1.3. Consolidating school closures for administrative activities (meetings, training, conferences) to avoid half-day sessions and scheduling these activities to coincide with host nations' holidays whenever possible.

C6.3.5.1.4. Developing routes and schedules to optimize use of equipment and seating capacity, and to reduce total mileage and driving time. Routes and schedules shall be developed based on the actual or projected number of space-required students. Larger capacity vehicles shall not be assigned in order to transport students enrolled in a space-available, nonfederally connected category or those otherwise ineligible to be transported (e.g., space-required students living within the designated walking area of the school).

C6.3.5.1.5. Seating students in kindergarten through grade 6 on a three-to-a-seat basis, except for front seats, providing the vehicle trip does not take more than 30 minutes.

C6.3.5.1.6. Using consolidated pickup points.

C6.3.5.1.7. Maximizing use of part-time employees where possible.

C6.3.5.2. Students in grades 7 through 12 shall be required to use regular public or DoD transportation at DoDDS' expense where available, feasible, and cost-efficient.

C6.3.5.3. Use of a particular means of transportation for normal daily commuting service does not prevent the use of an alternative means for study trips or

co-curricular activities when that means is cost effective, based on extra cost factors such as overtime, mileage, or holidays.

C6.3.5.4. Transportation resources shall not be used solely to achieve a balance within DoD schools based upon rank of sponsors.

C6.3.5.5. When, because of location, more than one school uses the same vehicle service, the dominant user shall be responsible for consolidating and coordinating requirements, and arranging for transportation services to all schools involved.

C6.3.5.6. When more than one installation and/or community provides students to the same school, the dominant military supporting activity shall be required to coordinate all student transportation to the school.

C6.3.5.7. Commercial contract vendors shall be used to provide transportation support to DoDDS schools when it is determined to be more economical. Otherwise, military transport, using part-time drivers, shall be used. Comparisons of in-house versus commercial contract transport cost shall be made to determine the most economical means of transport. This analysis shall consider overall cost to the Government of providing school bus transportation with DoD vehicles. School busing shall be integrated with other installation passenger transportation functions whenever reasonable to do so. Many of the cost factors, however, will have to be adjusted to fit the needs of handicapped children and the overseas environment, such as different retirement cost factors, other fringe benefits for local national civilian employees, and any other appropriate adjustments. Equipment acquisition costs will be included as a factor in the cost analysis. DoDDS, however, shall not be required to reimburse the Military Service supplier for Government-owned equipment, acquisition costs, or amortization of these equipment costs, or for the lease, rental, or other equipment usage costs when the underlying cost analysis has indicated that the leased equipment is less costly than the Government-owned equipment. The supporting DoD Component shall perform a comparative cost analysis in accordance with DoD Instruction 7041.3 (reference (hh)) under any of the following circumstances:

C6.3.5.7.1. When arranging for initial transportation services to a new school or before any change from existing military transportation to contract transportation is made.

C6.3.5.7.2. When the number of contractors is insufficient to ensure competitive bids for transportation services to schools currently serviced by contract transportation.



C6.3.5.7.3. When contract bids reflect a significant increase in costs over the previous year's contract.

C6.3.5.7.4. When requested by the Director or a Regional Director of DoDDS.

C6.3.5.8. Installation and/or Community Commanders shall coordinate with the appropriate DoDDS official any significant change proposed to school bus services. The concurrence of the Regional Director, or designee, shall be obtained before implementing any such change. All documentation associated with the provision of school bus services; e.g., cost studies, solicitation packages and amendments thereto, shall be provided to DoDDS upon request.

C6.3.5.9. Vehicular equipment used to transport students can, and should be, used for other legitimate transportation needs where feasible, however, not during the transport of students.

#### C6.3.6. SAFETY AND SECURITY

C6.3.6.1. Student Conduct. Installation and/or Community Commanders are responsible for development and enforcement of standards of student behavior aboard school buses. Riding a school bus is a privilege. Should any child be reported for misconduct, corrective action may be taken to include loss of their riding privilege.

C6.3.6.2. Safety Reviews. Installation and/or Community Commanders are required to conduct periodic safety reviews of their school buses and of the loading and unloading areas. Contracts with private activities providing school bus service should contain a provision for similar routine safety reviews of contract motor vehicles and services.

C6.3.6.3. Contingency Plans. Installation and/or Community Commanders shall work with applicable DoDDS officials to develop and publish contingency plans for transporting students.

#### C6.3.6.4. Safety Attendants, School Bus Monitors, and Security

C6.3.6.4.1. Safety attendants are authorized for vehicles transporting handicapped students, those enrolled in a DoDDS preschool program, or in kindergarten through grade 2. The primary function of a safety attendant is to ensure that children enter and exit the school bus safely and conduct themselves in a safe manner while on the bus. Normally, only one adult other than the driver shall be assigned to one

vehicle. In addition, when English-speaking drivers are assigned to school bus services, safety attendants will not be considered necessary. The DoDDS Regional Director shall provide funds for safety attendants within available resources.

C6.3.6.4.2. School bus monitors, whose primary function is to maintain good order on the bus, may not be employed by the Department of Defense except where required by host nation statute. Similarly, school bus monitor services shall not be procured by contract.

C6.3.6.4.3. When the Installation and/or Community Commander deems that local conditions jeopardize the security of some or all school bus services, the Commander may place appropriately trained security personnel aboard those buses. Such personnel will not concern themselves with passenger conduct. DoDDS funds will not be used for this purpose.

C6.3.7. EXCEPTIONS. In special situations, a Regional Director of DoDDS may grant exceptions to the commuting area or walking distance criteria after full consideration of circumstances and the evaluation of alternatives. Requests for exception normally shall be initiated by the Community Commander, endorsed by the local principal and the DoDDS District Superintendent, and forwarded to the DoDDS Regional Director containing the following data:

C6.3.7.1. Name of school.

C6.3.7.2. Reason for waiver request. Include maps, charts and/or photographs where appropriate. When safety considerations are believed to be a factor, include a statement from the responsible Safety Officer.

C6.3.7.3. Statement of available alternatives to eliminate or alter the conditions requiring waiver.

C6.3.7.4. Number of students involved.

C6.3.7.5. Impact of waiver denied.

C6.3.7.6. Budgetary impact if waiver is granted.

C6.3.7.7. Comments and recommendations from endorsing officials.

## C7. CHAPTER 7

### INTER-SERVICE SUPPORT

#### C7.1. GENERAL

Inter-Service, vehicular support among DoD Components shall be used, to the extent practical, where economies can be realized without impairment of mission effectiveness. Basic DoD policy concerning inter-Service support is in DoD Directive 4000.19 (reference (j)).

#### C7.2. POLICY

C7.2.1. When economies can be realized and there is no impairment to military operational effectiveness, the DoD Components shall arrange inter-Service use of nontactical motor vehicles.

C7.2.2. When support agreements establish a host-tenant relationship at a DoD installation, the host shall provide motor vehicle support for the tenant except when the DoD Component(s) concerned determine that this support would impair the mission effectiveness of either the tenant or host activity, or would not be cost-effective.

C7.2.3. When more than one DoD Component is located in an area, the dominant user of transportation shall be responsible for coordinating and approving all requirements for the establishment, modification, and discontinuance of DoD-scheduled bus service (except for that which is exclusively within the boundaries of a DoD installation), and for making periodic economic analyses of the further pooling of motor vehicles assigned to those activities. The Director, Washington Headquarters Services, shall be responsible for coordinating and approving such DoD-scheduled bus service in the National Capital Region.

C7.2.4. Analysis of DoD-scheduled bus service shall include consideration of operation by the Department of Defense or by commercial sources, in accordance with 10 U.S.C. 2632 (reference (cc)).

C7.2.5. DoD-scheduled bus service shall maintain unified operations to the maximum extent practical, eliminate duplication, and provide adequate, timely, and economical service.

### C7.3. PROCEDURES

Arrangements for inter-servicing shall generally provide that:

C7.3.1. The DoD Component furnishing the equipment shall assume no liability for personal injury or property damage caused by any motor vehicle in the custody of the using Component. The using DoD Component shall report accidents in accordance with the procedures in Chapter 10.

C7.3.2. The using DoD Components shall:

C7.3.2.1. Assume cost for pickup and delivery of the motor vehicle.

C7.3.2.2. Be responsible for proper operation, maintenance, and use while the vehicle is in their custody.

C7.3.2.3. Take administrative action, as appropriate, in connection with damage or theft of motor vehicles while in their custody.

C7.3.2.4. In those instances where GSA-leased equipment is provided, assume liability for all associated lease costs, including vehicular damages.

## C8. CHAPTER 8

### CONTRACTOR-OPERATED MOTOR VEHICLES

#### C8.1. GENERAL

C8.1.1. Motor vehicles may be provided to DoD contractors in accordance with contract stipulations and the FAR (reference (x)). When motor vehicles are provided to contractors or subcontractors, contracts shall require that such vehicles be used for official purposes only, and operated and maintained in accordance with this Regulation and that of the DoD Component concerned.

C8.1.2. Motor vehicles furnished to contractors may be DoD-owned or may be leased when furnished under the terms of a facilities contract. Determination shall be based on economy and the overall best interest of the Government.

#### C8.2. POLICY

This Regulation applies to all DoD-owned or -leased motor vehicles furnished to DoD contractors. Where these provisions unduly inhibit contractors in the performance of their contracts, or unnecessarily increase costs, the procedures herein may be modified by the DoD Component concerned to the extent required by contractors to meet exigencies or special needs, if on an economical basis.

#### C8.3. PROCEDURES

C8.3.1. DoD motor vehicles furnished contractors in accordance with this Chapter shall be clearly identified as contractor-operated vehicles, as prescribed in Chapter 11, to distinguish them from DoD motor vehicles operated by the DoD Components.

C8.3.2. Motor vehicles required for use by contractors in their work on a major DoD project shall be included as contractor-operated requirements to be provided in accordance with subpart 45-304 of the FAR (reference (x)).

C8.3.3. All DoD-furnished, contractor-operated motor vehicles shall count as part of the vehicle inventory of the DoD Component concerned.

C8.3.4. The procedures for managing the allocation, use, operation, maintenance, and record-keeping of all DoD motor vehicles are applicable to vehicles furnished to contractors.

C8.3.5. DoD contractor personnel shall not be issued optional Form (OF) 346, "U.S. Government Motor Vehicle Operator's Identification Card."

## C9. CHAPTER 9

### DRIVER SELECTION, TRAINING, AND LICENSING

#### C9.1. GENERAL

This Chapter provides general policy and guidance on the authority of DoD military, civilian, and contractor personnel to operate DoD motor vehicles.

#### C9.2. POLICY

DoD motor vehicles shall only be operated by military, civilian, or DoD contractors who meet all criteria in this Regulation, Chapter 930 of the Federal Personnel Manual (reference (ii)), and any other applicable Federal, State, local or host-nation law. To the maximum extent possible, this policy shall be effected through:

C9.2.1. A comprehensive program for the proper selection, training, licensing, and supervision of personnel operating DoD motor vehicles,

C9.2.2. Programs controlling access to such vehicles. Questions on the authority to operate DoD motor vehicles shall be resolved in strict compliance with this Regulation and any other applicable Regulation.

#### C9.3. SELECTION

Selection of personnel authorized to operate DoD motor vehicles is of paramount importance to the accomplishment of the DoD mission and to the safe, efficient operation of the DoD motor vehicle fleet. Care must be exercised in selecting drivers to minimize the potential for loss of life, bodily injury, property damage, financial liability, or adverse public opinion from accidents. Applicants for positions involving the operation of DoD motor vehicles should be evaluated on their complete driving records, attitude, and aptitude. Selection shall be made in accordance with this Regulation, Chapter 930 of the Federal Personnel Manual (reference (ii)), and any supplemental instructions issued by higher authority.

#### C9.4. TRAINING

Training for DoD military and civilian drivers shall be organized to provide adequate instruction in the proper, safe, and efficient operation of DoD motor vehicles. Such training shall include both written examinations and hands on exercises to ensure driver proficiency before licensing. The DoD Components are encouraged to establish and conduct training programs for full-time vehicle operators that promote driver safety, fuel-efficient vehicle operation, and reduced vehicle maintenance costs.

C9.4.1. Additional training shall be provided to all operators of police vehicles, ambulances, fire trucks, crash-rescue vehicles, motorcycles, and all vehicles used principally to convey groups of passengers as prescribed by DoD Instruction 6055.4 (reference (jj)). The following subjects shall be covered:

C9.4.1.1. Applicable laws and regulations.

C9.4.1.2. Safe operating practices under normal and emergency conditions.

C9.4.1.3. Operator inspection and primary preventive maintenance.

C9.4.2. In accordance with Section 10, Executive Order 12759 (reference (kk)) and its implementing Federal Property Management Regulation G-56 (reference (ll)), training shall be provided to all operators to ensure vehicles are operated in a fuel efficient manner. The basic fuel economy training should include:

C9.4.2.1. Travel at reduced speeds. Fuel use increases significantly with speed.

C9.4.2.2. Avoid sudden bursts of speed, tailgating and pumping the accelerator pedal while vehicle is in motion.

C9.4.2.3. Use routes with minimum number of traffic signals and stop signs, if feasible. Plan ahead to avoid waiting for a traffic signal by gradually slowing prior to the signal. Avoid sudden stops to the extent practicable.

C9.4.2.4. Do not idle engines for long periods. The "break even" point for the idle time for most vehicles is approximately one minute. Use the "right-turn-on-red" privilege where allowable to reduce idling time.

C9.4.2.5. Eliminate weighty items unnecessary to the particular trip; empty trunk and storage compartments of excess tires, chains, tools, etc. to the extent practicable.



C9.4.2.6. Refuel vehicle during the early part of the day to minimize evaporative loss. Avoid over-filling the fuel tank to prevent spillage caused by fuel expansion.

C9.4.2.7. Use the air-conditioner sparingly, but operate at least ten minutes each week throughout the year.

C9.4.2.8. Encourage two or more people to travel together.

C9.4.2.9. Travel during off-peak traffic times, if possible.

C9.4.2.10. Use the most fuel efficient vehicle feasible for the job.

C9.4.2.11. Use fuel with minimum octane rating recommended by the vehicle manufacturer that will not result in engine knock.

C9.4.2.12. Keep tires inflated to the maximum pressure recommended by the manufacturer. Maintain the differential recommended in the owner's manual, if any, between front and rear tires. Check and adjust the pressure to the desired level when the tire is cold, e.g., when the vehicle has been sitting for three hours or more.

## C9.5. LICENSING

C9.5.1. The DoD Components shall establish procedures to identify those individuals, military and civilian, who are qualified to operate DoD motor vehicles. These procedures shall include the means to review both the competence and physical qualifications of individuals authorized to operate DoD motor vehicles as prescribed in the Commercial Motor Vehicle Safety Act of 1986, Pub. L. No. 99-570 (1986) (reference (mm)). With the exception of military drivers and those DoD civilian motor vehicle operators who operate Government vehicles within the confines of any military installation (and never on a public highway), all DoD civilian motor vehicle drivers will comply with the testing and licensing requirements of Pub. L. No. 99-570 (1986) (reference (mm)), and its implementing regulations. Non-civilian operators waived from the Act cited above include any active duty military personnel, and members of the Reserves and National Guard on active duty including personnel on full-time National Guard duty, personnel on part-time training, and National Guard technicians (civilians who wear military uniforms). The DoD Components shall prescribe licensing requirements for its military drivers that meet or exceed the minimum national requirements issued by the Secretary of Transportation in compliance with the requirements of 49 CFR 383 (reference (nn)). These requirements shall be revalidated

at least once every 4 years in accordance with Chapter 930 of the Federal Personnel Manual (reference (ii)).

C9.5.2. While the Department of Defense is not required to permit civilian employees to use Government vehicles for obtaining a commercial driver's license, as that use is not considered official Government business, Pub. L. No. 101-194 (reference (oo)) grants authority to the head of a Government Department or Agency to prescribe appropriate conditions for incidental use of such vehicles for other than official use. This authority provides that the transportation must clearly be in the interest of the Government, and that the transportation be related to official business. The use of a DoD vehicle by a civilian employee to obtain a commercial driver's license as a condition of employment meets the aforementioned provisions of the law, and is therefore authorized.

C9.5.3. The DoD Components may waive issuance of the OF 346 to both military and civilian personnel for operation of nontactical vehicles, excluding forklifts, provided the driver possesses a valid State motor vehicle operator's license for the class of vehicle being operated and a current Agency-issued building pass or identification document. Military personnel not possessing a valid State motor vehicle operator's license and whose duties require the operation of motor vehicles should be issued an OF 346 in accordance with the issuing Component's regulations. As a minimum, such regulations shall include a requirement to verify driving records with the Department of Transportation's National Driver Register when applicants do not possess a valid State motor vehicle operator's license.

C9.5.3.1. In accordance with Pub. L. No. 99-570 (1986) (reference (mm)), DoD civilian personnel, before driving a DoD motor vehicle, must possess a valid and current State motor vehicle operators license for the size and class of vehicle to be driven and must have a commercial driver's license to transport any hazardous material (requiring placards) in any vehicle over public highways.

C9.5.3.2. When requirements to issue an OF 346 to personnel are waived, the DoD Components must develop alternative procedures to identify those individuals qualified and authorized to operate DoD motor vehicles.

C9.5.3.3. The DoD Components may waive the issuance of their OF 346 for military and civilian personnel who possess a valid State motor vehicle operator's license to operate nontactical administrative DoD motor vehicles where gross vehicle weight (GVW) is less than 10,000 pounds (4x2). Operators of emergency vehicles or buses (over 12 passengers), however, must obtain an OF 346.

C9.5.4. Basic requirements for licensing are:

C9.5.4.1. A safe driving record as defined in office of Personnel Management Qualification Standards.

C9.5.4.2. A valid State motor vehicle operator's license.

C9.5.4.3. Successful completion of a written examination and, where required, a road test.

C9.5.4.4. Pass a physical examination, where required.

C9.5.5. For civilian personnel, authority to operate DoD motor vehicles shall be valid for the period corresponding to the employee's State motor vehicle operator's license. Optional Form 346 must reflect the class(es) of vehicles for which the operator is qualified, operator restrictions, if any, and record of violations and suspensions.

C9.5.6. For military personnel, authority to operate a DoD motor vehicle shall extend throughout the operator's service career unless permanently revoked or suspended prior thereto. Similarly, a validated OF 346 shall be recognized among all Components as proper authority to operate the DoD motor vehicles specified.

C9.5.7. Authority to operate any DoD motor vehicle may be suspended or revoked for cause at any time by the Head of the installation and/or activity or designated representative. The authority shall not be restored until the operator involved has been found to be fully qualified by the Head of the installation and/or activity or designee. Records of such suspensions shall be annotated on the operator's OF 346 and recorded in the driver's qualification record. The DoD Components shall not provide the DoT with data on OF 346 suspension or revocation actions.

C9.5.8. Military and civilian Government employees may retain their OF 346 upon transfer to new assignment. Upon separation from the Government, only military personnel may retain their OF 346 provided the words, "Not Valid-Separated From The Service," are over-stamped or otherwise legibly marked on the front and back of the form. Military personnel transferring from active duty to active Reserve component status may retain their OF 346.

C9.5.9. DoD personnel must have a valid State motor vehicle operator's license or an Agency-issued OF 346, as required by their respective Component, in their possession at all times while operating a DoD vehicle off an installation or activity.

C9.5.10. DoD personnel must present a validated OF 346 or State motor vehicle operator's license and an Agency-issued identification document to obtain access to any DoD motor vehicle. Similarly, those documents must be in the driver's possession at all times while operating a DoD motor vehicle.

C9.5.11. When there is any reasonable doubt regarding the authenticity or validity of an employee's State motor vehicle operator's license, Component officials are required to conduct a prompt, thorough inquiry. The DoD Components are encouraged to obtain a certified copy of the employee's driving record from his or her State of residence and/or the State issuing the suspect license. Additional inquiries may be directed to the National Driver Register at the address below, or to any other source providing accurate data regarding operator accidents, traffic violations, license denials, and revocation and/or suspension of State or Federal driving privileges.

National Driver Register  
National Highway Traffic Safety Administration  
U.S. Department of Transportation  
Washington, DC 20590

#### C9.6. DRIVER INCENTIVES AND AWARDS

The DoD Components are encouraged to establish programs offering driver incentives and awards as a positive means of promoting compliance with established laws and regulations. Such programs have proven to be an effective means of reducing operational and maintenance problems and of increasing driver efficiency. Attainment of good skills in the proper and safe operation of DoD motor vehicles, warrants recognition through awards as determined by each Component.

#### C9.7. CORRECTIVE ACTION

The DoD Components shall establish programs to take adverse, disciplinary, or other appropriate action against DoD drivers who fail to operate DoD motor vehicles in accordance with applicable laws and regulations. Such programs shall include provisions for the assignment of points for duty-related traffic violations, the revocation and suspension of the authority to operate a DoD motor vehicle; and the recovery of damages not to exceed 1 month's driver's salary for damage resulting from negligence while operating a DoD motor vehicle. As a minimum, DoD Component orders and directives shall include the following reasons among those constituting sufficient cause for such action against DoD drivers:

C9.7.1. The employee is convicted of operating a DoD motor vehicle while under the intoxicating influence of alcohol or narcotics.

C9.7.2. The employee is involved in an accident while operating a DoD motor vehicle and is subsequently convicted of leaving the scene of the accident without making his or her identity known.

C9.7.3. The employee is not qualified to operate a DoD motor vehicle because of a physical or medical condition. In making such a determination, Agencies should consult a Federal medical officer or other medical authority as appropriate.

C9.7.4. The employee's State or host-nation operator's license is suspended or revoked.

C9.7.5. The employee has accumulated sufficient traffic violation points to warrant disciplinary action consideration.

## C10. CHAPTER 10

### SAFETY, ACCIDENT PREVENTION, AND REPORTING

#### C10.1. GENERAL

This Chapter contains policies and procedures on safety, accident prevention, and reporting in the operation of DoD motor vehicles.

#### C10.2. POLICY

C10.2.1. DoD Instruction 6055.4 (reference (jj)) requires that each DoD Component establish and maintain comprehensive traffic safety program.

C10.2.2. Heads of installations and/or activities shall maintain necessary liaison with civil authorities on matters involving DoD motor vehicles. Supervisors shall ensure that drivers are familiar with civil laws, rules, and regulations on motor vehicle operations.

#### C10.3. ACTION IN CASE OF ACCIDENT

Drivers involved in accidents shall:

C10.3.1. Stop immediately.

C10.3.2. Assist the injured. Injured people shall not be moved unless absolutely essential for their protection.

C10.3.3. Warn other motorists of any existing highway hazard. During hours of darkness or poor visibility, flares or reflectors shall be used.

C10.3.4. Not express oral or written opinions to claimants or their agents concerning liability, investigation findings, or possibility of claim approval.

C10.3.5. Complete a Standard Form (SF) 91, "Motor vehicle Accident Report." If an SF 91 cannot be prepared by the driver because of injury or death, the report shall be completed by the next senior person directly responsible for motor vehicle operations.

C10.3.6. Comply with State and local laws governing the reporting of motor vehicle accidents. Official reports shall be submitted through channels to the

appropriate claims officer for review to ensure that the rights of the U.S. Government are not prejudiced by an admission of liability that may obligate the Government.

C10.3.7. Not leave the scene of the accident except as authorized by a State law enforcement officer or other proper authority.

C10.3.8. Not make official accident investigation reports available to a claimant, or to any individual or representative of any non-DoD organization. Clearance shall be obtained from the claims officer before delivery of any accident report to a third party, including State or local officials.

C10.3.9. Complete a Department of Defense Accident Identification Card (DD Form 518) at the scene of the accident, or as promptly as possible thereafter, and provide to all persons directly concerned. DD Form 518 provides people involved in an accident with the identity of the person authorized to act upon the matter.

C10.3.10. Expeditiously deliver the completed SF 91 to the motor transport officer.

C10.3.11. Be aware that appropriate action shall be taken when there is a failure to report any accident.

#### C10.4. INVESTIGATION OF ACCIDENTS

Each accident involving a DoD motor vehicle shall be investigated and a determination made concerning the cause(s) and surrounding circumstances, including how the accident could have been prevented. Appropriate action shall be initiated as warranted by the particular situation. In accordance with DoD Directive 7200.11 (reference (f)), motor vehicle accident investigation reports may be used to document an inquiry to determine the facts and circumstances leading to the loss, damage, or destruction of Government property, e.g., a motor vehicle.

#### C10.5. ACCIDENT REPORTING

DoD Instruction 6055.7 (reference (pp)) requires that all accidents involving DoD vehicles be reported. Accident accountability (reportable and recordable accidents) and reporting procedures shall be as provided by separate instructions of the DoD Components. Such instructions must provide reporting procedures that comply with the requirements of DoD Directive 7200.11 (reference (f)).

#### **C10.6. SAFETY AND ACCIDENT PREVENTION**

The DoD Components shall develop safety and accident prevention programs for the safe operation of DoD motor vehicles. Programs developed shall be specific in nature, include written guidelines for the safe operation of motor vehicles, and be widely distributed so that all DoD motor vehicle users are knowledgeable of recognized safety and accident prevention practices. Written guidelines should include provisions for the mandatory use of seat belts, and as a minimum, a prohibition against smoking in vehicles buses and vans.



## C11. CHAPTER 11

### IDENTIFICATION AND MARKING OF MOTOR VEHICLES

#### C11.1. VEHICLE MARKING PROCEDURES

C11.1.1. GENERAL. This section contains policies and procedures for the marking of all DoD nontactical motor vehicles.

#### C11.1.2. PRESCRIBED IDENTIFICATION

C11.1.2.1. Policy. All DoD nontactical motor vehicles, including those leased from GSA (except those leased from commercial sources for 60 consecutive days or less and those exempt from identification under section C11.1.3., below), shall display the legend, "FOR OFFICIAL USE ONLY," and an appropriate title for the DoD Component concerned as required by 40 U.S.C. 491(n) (reference (qq)) (domicile-to-duty)). DoD motor vehicles shall also display the registration number assigned to them by the DoD Component concerned. Identification and markings on existing motor vehicles shall not be changed to coincide with this Regulation. Whenever a motor vehicle is permanently disposed of by a DoD Component, all vehicle identification prescribed or authorized herein shall be removed or obliterated.

C11.1.2.2. Motor vehicles leased from GSA will not be painted to conform to DoD Component vehicle colors. Additionally, no decals, magnetic signs, etc., shall be affixed to any portion of the painted surface or the chromium-plated trim. The only identification markings that these vehicles shall display are window decals and identification numbers that are displayed on the license plates. The vehicles shall be received from GSA with a decal in the rear window with the lettering, "FOR OFFICIAL USE ONLY, U.S. GOVERNMENT." GSA also has decals available with Services' names to be affixed under the GSA sticker. A license plate shall be provided with an eight-digit identification number. No additional numerical markings are required. The first digit of the license will be a "G" representing GSA as the leasing Agency. The next two digits will identify the size of the vehicle, and the last five digits will be the serial number.

C11.1.2.3. Additional decals may be affixed to the windows by the respective Services as long as they do not interfere with the driver's vision and/or the safety of the vehicle. For example, Service recruiters shall be authorized to place advertising slogans on the side windows of vehicles.

C11.1.2.4. Exceptions to the above vehicle marking restrictions may include:

C11.1.2.4.1. Military police vehicles.

C11.1.2.4.2. Ambulances and other emergency support vehicles.

C11.1.2.4.3. School buses.

C11.1.2.4.4. Any vehicle exempted by the Head of a DoD Component.

The DoD Components should limit the markings and alterations of GSA vehicles to the minimum required to support the mission.

C11.1.2.4.5. The above restrictions apply only to GSA-acquired vehicles and not to those leased by the DoD Components directly from the vendor. Vehicles leased directly from the vendor for more than 90 consecutive days may be marked in accordance with paragraph C11.1.2.1., above. Application of markings on these vehicles and their removal shall be subject to the agreement between the lessor and the Agency furnishing the vehicles. Maximum use of transparent window decals and other temporary methods of applying markings should be used to prevent the added cost of removal upon termination of the lease.

### C11.1.3. EXEMPTIONS FROM IDENTIFICATION AND MARKING

#### C11.1.3.1. Exemptions

C11.1.3.1.1. Motor vehicles used for intelligence operations, investigative or security purposes, or those required to be unidentified under the conditions of a Status of Forces Agreement, are exempt from the identification requirements in this Chapter and in Chapter 3.

C11.1.3.1.2. Motor vehicles used by the officials listed in Appendix 1 are also exempt from the requirements, but shall display official U.S. Government license plates.

C11.1.3.1.3. Motor vehicles used by security assistance organizations are exempt from the identification requirements of this Chapter and Chapter 3, as long as this exemption does not conflict with local U.S. Embassy policy.

C11.1.3.2. Additional Exemptions. Additional exemptions may be authorized by the Head of the DoD Component or his designee concerned for CONUS Commands. Theater Unified Commanders are designated to authorize exemptions for

motor vehicles located within their areas of responsibility when conspicuous identification shall endanger the security of individuals or the U.S. Government.

#### C11.1.4. IDENTIFICATION AND MARKING PROCEDURES

C11.1.4.1. General. Unless exempted by the Head of the DoD Component, new motor vehicles shall be furnished by the manufacturer with the DoD Component identification, the registration number, and the legend, "FOR OFFICIAL USE ONLY," affixed in accordance with this Chapter as a part of the procurement contract (see paragraph C11.1.4.7., below) (see 41 CFR, reference (rr)). Other markings prescribed herein, or as prescribed by the responsible DoD Component, shall be applied by the using activity upon receipt of the vehicles. Motor vehicles leased for 60 consecutive days or less shall not be marked.

C11.1.4.2. Arrangement of Markings. Unless exempted by the Head of the DoD Component, as described in para C11.1.4.7., below, identifying markings shall be displayed as follows:

C11.1.4.2.1. On the sides of the vehicle, DoD Component identification (top line), registration number (middle line), and legend (bottom line).

C11.1.4.2.2. On the rear of the vehicle, DoD Component identification and the registration number.

#### C11.1.4.3. Location of Markings

##### C11.1.4.3.1. Side Markings

C11.1.4.3.1.1. Passenger cars, station wagons, ambulances, carryalls, fire trucks, general purpose trucks, and truck tractors. Centered on each front door, or in a comparable position in relation to the driver's seat on vehicles without doors.

C11.1.4.3.1.2. Buses. Centered on the panel just below the windows to the rear of the entrance door on one side, and to the rear of the drivers compartment on the opposite side.

C11.1.4.3.1.3. Trailers and semitrailers. Centered on each side of the front quarter of the vehicle.

C11.1.4.3.1.4. Motorcycle sidecars. Centered vertically on the door or outside panel of the vehicle.

C11.1.4.3.1.5. Motorcycles and motor scooters. On an appropriate surface.

C11.1.4.3.2. Rear Markings. On the left side of the rear window not more than 1-1/2 inches from the bottom of the window. (Only the DoD Component identification and registration number shall be displayed.)

C11.1.4.4. Size, Spacing, and Style of Markings. Gothic style letters and numerals, as shown in Figures C11.F1. and C11.F2., shall be used. Letter and number heights shall be 1-1/2 inches except for "OFFICIAL USE ONLY," which shall be 3/4 inches. Line spacing shall be 1-1/2 inches.

C11.1.4.5. Use of Pressure-Sensitive Markings. All identification markings prescribed by this Chapter may be applied through the use of pressure-sensitive material.

C11.1.4.6. Identification Marking Colors. In the interest of cost avoidance, except where otherwise provided or approved by the Head of the Component, all colors used by a DoD Component shall conform to Federal Property Management Regulations (reference (k)) and MIL-STD 1223 (reference (ss)). Specific marking colors for each DoD Component are in the appropriate Component implementing instructions. All markings shall be in colors that are in definite contrast to the color of the motor vehicle.

C11.1.4.7. Optional Method of Identification and Marking. To ensure the safety and security of DoD personnel using nontactical motor vehicles, or as a cost avoidance measure, the Head of a DoD Component may elect an optional method of motor vehicle identification and marking. The optional method shall assist in denying to terrorists, or other potential aggressors seeking violence or retaliation, an obvious target of opportunity afforded by a conspicuously marked DoD motor vehicle. This method also provides a cost avoidance to the DoD user by eliminating the expense to initially mark the vehicle and then to remove or obliterate permanently affixed identification and marking when the motor vehicle is transferred, returned to lessor, or otherwise disposed. Those Components electing to use the optional method shall be exempt from paragraphs C11.1.4.1. through C11.1.4.6., above. The DoD motor vehicles identified and marked under the optional method shall:

C11.1.4.7.1. Follow the procedures in paragraph C11.2.2., above; i.e., those procedures for identifying DoD nontactical motor vehicles leased from the GSA, Installation Fleet Management System (IFMS); or

C11.1.4.7.2. Be identified with license plates affixed on the front and back of the vehicle reflecting the OFFICIAL USE logo and the Service- or Agency-assigned identification numbers.

## C11.2. SPECIAL VEHICLE MARKING PROCEDURES

C11.2.1. GENERAL. Special type markings on motor vehicles shall be restricted to the minimum. In the interest of economy, they shall be of a removable type to facilitate rotation of vehicles.

C11.2.1.1. General and Flag Officer Identification. An appropriate identity plate to indicate the occupancy of a motor vehicle by a general or flag officer may be affixed to the front of the vehicle. Size and color of plates shall be prescribed by the respective DoD Component.

C11.2.1.2. Installation and Activity Markings. Markings identifying DoD installations or activities shall be as prescribed in separate instructions published by the DoD Component.

C11.2.1.3. National Symbol. The national symbol (white 5-pointed star) may be displayed on motor vehicles in overseas commands when directed by the overseas commanders. Size and location of the national symbol shall be as prescribed by the appropriate DoD Component in regulations concerning the marking of combat and tactical vehicles. The national symbol shall not be used on nontactical motor vehicles operated in the United States.

## C11.2.2. ARMED FORCES POLICE MOTOR VEHICLES

C11.2.2.1. In addition to prescribed identification markings, Armed Forces Police motor vehicles shall be marked as follows:

C11.2.2.1.1. Side Markings. The words, "ARMED FORCES," in 3-inch letters shall form an arc on each front door (top line) with the words, "POLICE," in 5-inch letters on a straight line underneath. (The exact location of these markings shall be arranged so as not to interfere with the prescribed identification markings applied by the manufacturer.)

C11.2.2.1.2. Front and Rear Markings. The word, "POLICE," in 5-inch letters shall be centered above the windshield and the rear window. On sedans, station wagons, and similar motor vehicles, where the body configuration is such that this

marking serves no useful purpose in the identification of the vehicle, it shall not be applied.

C11.2.2.2. On carryalls and panel trucks, the words, "ARMED FORCES," in 5-inch letters shall be applied in the following manner:

C11.2.2.2.1. Carryalls. Centered on each body side panel, 4 inches below the side panel on each side of the motor vehicle.

C11.2.2.2.2. Panel Trucks. Centered on the upper body side panel on each side of the motor vehicle.

C11.2.3. DoD COMPONENT POLICE MOTOR VEHICLES. Motor vehicles assigned to police and security guard activities shall be marked with distinctive markings prescribed by each DoD Component.

C11.2.4. AMBULANCES. The exterior color of ambulances shall be white and they shall be marked in accordance with Military Standard (MIL-STD) 1223 (reference (ss)).

C11.2.5. CONTRACTOR MOTOR VEHICLES. DoD motor vehicles operated by a contractor under the terms of the contract shall be marked to indicate U.S. Government ownership and the responsible DoD Component. Serially controlled identification markings may be applied, as appropriate. When identification markings are used, they shall be in accordance with this Regulation. In the event of the transfer of contracting responsibilities between DoD Components, or the transfer of the vehicles to other sources, identification markings shall be removed and the transfer documents annotated accordingly. The size and color of markings shall be as prescribed in section C11.1.4., above. Special markings, such as a contract number and name of firm, may be used when prescribed by the DoD Component concerned. Contractor-operated vehicles may also be identified by use of official U.S. Government or other license plates, as required. Each DoD Component that determines that license plates are to be used on contractor-operated vehicles, instead of the markings prescribed above, shall set forth the requirements and procedures under separate directives.

C11.2.6. RECRUITING VEHICLES. Motor vehicles authorized and assigned for exclusive use by recruiting activities and equipped for display of exhibits used in connection with recruiting may be painted in color patterns and marked with distinctive designs and wording, as prescribed by the DoD Component concerned. In the cases of GSA-leased vehicles, written authority will be obtained from local GSA authorities before repainting or remarking the vehicles. Appropriate wording and contrasting

colors shall be used to prominently identify the recruiting Agency. All slogans, signs, pressure-sensitive materials, and decals affixed to recruiting vehicles shall be displayed so as to prevent interference with the vehicle identification markings.

C11.2.7. SCHOOL BUSES. Buses used solely for transportation of children to and from schools shall be marked in accordance with 23 CFR 1204 (reference (tt)). Common carrier buses (i.e., mass, group, or shuttle) do not have to be marked or painted in accordance with reference (tt); however, buses that have a dual use, such as transporting children during dedicated hours and used also for other missions, must be marked and painted in accordance with reference (tt).

#### C11.2.8. SAFETY MARKINGS

C11.2.8.1. Motor vehicles used for the transportation of bulk gasoline, fuel oil, or other flammable liquids shall be marked on both sides and on the rear of the body with the word, "FLAMMABLE," in letters no less than 6 inches high, and the words, "NO SMOKING WITHIN 50 FEET," in 3-inch letters and numerals. Where space permits, this marking shall be on two lines, with the latter wording appearing directly below the word, "FLAMMABLE." This marking shall be applied in red letters on a white background. Reflective decals (meeting Federal Specification LS-300) may be used to apply the markings on the vehicle or on removable placards. The white background should be larger than the lettering required thereon by at least 1-inch at the top and bottom, and 1 inch at the sides. Vehicles normally recognized as carriers of flammable liquids, but not so engaged, shall bear the marking, "NONFLAMMABLE," in the same manner as described herein for flammable material.

C11.2.8.2. Motor vehicles used for the transportation of explosives or other hazardous materials shall be marked or equipped with appropriate placards in accordance with special instructions issued by the appropriate DoD Component.

C11.2.8.3. Emergency exits on buses and other motor vehicles shall be conspicuously marked on the interiors of such vehicles. The words, "EMERGENCY EXIT," shall be applied in letters of appropriate size and contrasting color directly over the exit or other suitable adjacent surface.

C11.2.8.4. Appropriate warning devices shall be mounted on motor vehicles to indicate danger when considered necessary to caution personnel of a hazardous condition.

### C11.3. REGISTRATION AND INSPECTION OF MOTOR VEHICLES IN THE DISTRICT OF COLUMBIA

C11.3.1. GENERAL. The DoD Components shall establish central offices as single points of contact with the District of Columbia Government and the GSA in all matters concerning registration and inspection of motor vehicles in the District of Columbia. Components responsible for maintaining points of contact shall designate liaison representatives to approve requests for regular District of Columbia license plates for vehicles exempt from bearing identification. The name and specimen signature of each liaison representative shall be furnished annually to the District of Columbia Department of Public works, Transportation Systems Administration.

#### C11.3.2. REGISTRATION

C11.3.2.1. All motor vehicles acquired for official purposes and regularly based or garaged in the District of Columbia shall be registered in the District of Columbia with the Transportation Systems Administration, in accordance with the District of Columbia Code (reference (uu)). Vehicles shall be re-registered during February of each year. Special forms for the re-registering are available from the Department of Public Works, Transportation Systems Administration, District of Columbia Government.

C11.3.2.1.1. License Plates. Motor vehicles regularly based or garaged in the District of Columbia and exempt from the identification provisions of this Regulation as provided in section C11.1.4, above, shall display the regular District of Columbia license plates. Such plates shall be requested annually from the GSA, Fleet Management Division, Washington, DC 20406.

C11.3.2.1.2. Motor vehicles regularly based or garaged in the District of Columbia that are not registered with the regular District of Columbia license plates as noted in paragraph C11.3.2.1., above, shall display U.S. Government plates procured without cost from the District of Columbia, Department of Public Works, Transportation Systems Administration. These plates shall be issued at the time the vehicles are registered, as stated in paragraph C11.3.2.1., above.

C11.3.2.2. The District of Columbia Code requires the application for registration and title to be accompanied by a certificate of origin, bill of sale, or other document attesting Government ownership. If such documents have been lost, destroyed, or are otherwise unavailable, GSA Form 1020, "Government Certificate of Ownership," may be obtained from the GSA, Fleet Management Division, Washington, DC 20406, upon presentation of adequate proof of ownership. (Shipping documents



are acceptable.) In these cases, GSA Form 1020, when certified by the GSA, shall be accepted by the District of Columbia Government.

C11.3.2.3. Whenever a motor vehicle regularly based or garaged in the District of Columbia is transferred out of the District of Columbia or to another Agency, or is removed from Government service, the District of Columbia Department of Public Works, Transportation Systems Administration, shall be advised.

#### C11.4. REGISTRATION AND INSPECTION OF MOTOR VEHICLES OUTSIDE THE DISTRICT OF COLUMBIA

##### C11.4.1. LICENSE PLATES

C11.4.1.1. Motor vehicles regularly based or garaged in the various States, territories, possessions, or foreign countries, and that are exempt from the identification provisions of this Regulation as stated in section C11.1.4., above, shall be registered and licensed in accordance with applicable local laws.

C11.4.1.2. Motor vehicles that are:

C11.4.1.2.1. Owned by GSA or by, private firm;

C11.4.1.2.2. Regularly based or garaged outside the District of Columbia;

C11.4.1.2.3. Exempt from identification under section C11.1.4., above;

and

C11.4.1.2.4. Not using the regular license plates of the appropriate State, territory, possession, or foreign country, shall use U.S. Government license plates. Such plates shall be procured from the Superintendent of Industries, Department of Corrections, District of Columbia, Lorton, VA 22079, in accordance with instructions of the DoD Component concerned.

C11.4.2. RECORDS Each DoD Component shall maintain a current record of all official Government license plates in use on Government-owned motor vehicles for which the DoD Component is responsible. Such records shall specify, by type and registration number, the motor vehicle to which the plates are assigned and shall include information regarding all subsequent reassignment of license plates and void license numbers.

Figure C11.F1. Gothic Style Capital Letters and Numerals for DoD Vehicles

**A B C D E**  
**F G H I J K**  
**L M N O P**  
**Q R S T U**  
**V W X Y Z**  
**1 2 3 4 5**  
**6 7 8 9 0**

Figure C11.F2. Sample Layout of Prescribed Information

**US AIR FORCE**

**81B 1977**

**FOR OFFICIAL USE ONLY**

## C12. CHAPTER 12

### MAINTENANCE MANAGEMENT

#### C12.1. GENERAL

Each DoD Component shall develop and implement a maintenance management program to ensure that assigned motor vehicles are maintained in a safe and serviceable condition.

#### C12.2. MAINTENANCE POLICY

Implementation of this management program must include performing, at a minimum, the following four basic types of maintenance:

C12.2.1. Operator Inspection and Service. Operator inspection and service consists of the inspection and identification of malfunctions that render the motor vehicle unsafe and/or unserviceable. In addition, operator service may include minor parts replacement (wiper blades, fuses, light bulbs, valve caps, etc.) and servicing (water, fuel, tires, and battery), as specified by the DoD Component. When servicing is specified to be performed by other designated personnel, operators are responsible for ensuring that services are performed, and that the vehicle is in a safe and serviceable operating condition before, during, and after operation. In addition, the operator shall be responsible for reporting in writing any noted deficiencies to designated personnel responsible for taking necessary corrective action.

C12.2.2. Scheduled Inspection and Services. DoD motor vehicles must be periodically inspected by qualified automotive inspection personnel for safety and serviceability as follows:

C12.2.2.1. Safety. Each motor vehicle must be inspected for safety at intervals not to exceed 12 months, except that safety inspections shall comply with State and local inspection intervals. Normally, to avoid unnecessary downtime, the safety inspection shall be performed at the time of the scheduled mechanical serviceability inspection, in accordance with manufacturers recommendations. Where the time intervals of these inspections do not reasonably coincide, the prescribed intervals for the safety inspection shall be followed. Deficiencies that impair safety of operations shall be corrected before returning the vehicle to an operational status.

C12.2.2.2. Serviceability. The engine of a DoD motor vehicle shall be tuned at intervals specified by the manufacturer or as otherwise determined by the DoD

Component. These should be specified in writing for all classes or types of motor vehicles in the fleet, particularly for those vehicles excluded from the manufacturer's recorded intervals. Such intervals should be stated in any Component-level documents implementing this Regulation. Corrective adjustments and repair action taken as the result of serviceability inspections shall be generally limited to only those items prescribed by the manufacturer, and only to the extent necessary to restore the vehicle to optimum serviceability and safety, consistent with achieving maximum cost-effectiveness.

### C12.2.3. Emissions Inspections and Maintenance

C12.2.3.1. Under the Clean Air Act, 42 U.S.C. 1857 et seq., (reference (vv)), as amended, the Department of Defense must comply with State and local programs to improve air quality. All DoD Components shall conform with the State and local standards to monitor and analyze emissions from nontactical motor vehicles and shall use State and local guidelines in conducting such analyses.

C12.2.3.2. 42 U.S.C. 7522 (reference (ww)) also prohibits DoD personnel or contractors from removing or rendering inoperative any emissions control device or element of design. The civil penalty for violation of this provision is \$2,500 per vehicle. Violations of the fuels regulations can result in penalties of up to \$10,000 per violation. When performing corrective adjustments and repair actions or tune-ups, engine settings shall not be accomplished outside the manufacturer's recommended specifications, nor shall pollution control equipment (i.e., the catalytic converter, exhaust gas valve, or heated air intake system) be removed or rendered inoperative.

C12.2.3.3. An exception to the policy is made for removal of the catalytic converter to prevent vehicle damage outside the continental United States where only leaded gasoline is available. Outside the continental United States, compliance with host-nation emission control laws shall be governed by terms of the Status of Forces Agreement, stationing agreement, or any other agreement between the United States and the country concerned.

C12.2.4. Unscheduled Maintenance Service. The purpose of maintenance is to correct deficiencies that occur between scheduled inspections and services. Unscheduled maintenance shall be generally limited to the correction of specific items reported as deficient and confirmed by the diagnosis of qualified inspection personnel. Other deficiencies observed at the time of an unscheduled service, particularly those affecting safety, shall be corrected.

C12.2.5. Preventive Maintenance. In accordance with Section 10 of Executive Order 12759 (reference (kk)) and its implementing Federal Property Management Regulations (FPMR) Temporary Regulation G-56 (reference (ll)), in conjunction with implementing the preventive maintenance schedule described in paragraph C12.2.2., above, special attention will be given to the following steps to ensure vehicles are maintained in a fuel efficient manner:

C12.2.5.1. Maintain clean fuel and air filters.

C12.2.5.2. Maintain clean fuel injection system.

C12.2.5.3. Use of a multi-grade, energy conserving engine oil of the lowest viscosity recommended by the vehicle manufacturer and based on the lowest temperature for the period the oil is in the engine.

C12.2.5.4. Maintain wheel alignment to vehicle manufacturer's specifications.

C12.2.5.5. Maintain the maximum tire pressure recommended by the manufacturer.

### C12.3. METHODS FOR ACCOMPLISHING MAINTENANCE

C12.3.1. The following alternative methods or combination of methods of accomplishing maintenance actions may be used:

C12.3.1.1. Organic facilities (to include in-house contract maintenance).

C12.3.1.2. Other Government facilities.

C12.3.1.3. Commercial facilities.

C12.3.2. Regardless of the method selected for maintenance, the inspection shall be performed by qualified automotive inspector personnel assigned to the installation or activity. In cases of host-tenant occupancy of an activity, maintenance support shall be performed by the host component consistent with its own maintenance practices, unless otherwise specified in support agreements.

#### C12.4. THE USE OF MAINTENANCE PERFORMANCE STANDARDS

The DoD Components shall establish and use performance standards to evaluate the performance of activities that maintain vehicles. These may be any or all of the following depending upon the Component's needs:

C12.4.1. Comparison of vehicle out-of-service time (downtime) to an established standard.

C12.4.2. Comparison of cost per mile, hour, or unit to the Component's average.

C12.4.3. Comparison of actual man-hours per 1,000 miles (operating hour or unit) to an established standard for a group of like vehicles.

C12.4.4. Comparison of shop performance productivity using actual productive hours compared to available hours for a given time period.

C12.4.5. Comparison of direct labor hours to indirect labor hours; i.e., productive supervisory and overhead hours.

C12.4.6. Comparison of individual performance against a flat rate or other established time standard.

#### C12.5. ONE-TIME-REPAIR LIMITS

Components shall set forth instructions on the calculation and use of a repair limit.

#### C12.6. WARRANTY PROVISIONS

C12.6.1. The DoD Components shall ensure that all managers of motor vehicles familiarize themselves with the general provisions of the vehicle warranty and of the significance of such provisions in reducing maintenance costs. All personnel connected with the acceptance, operation, and maintenance of motor vehicles in administrative use shall make maximum use of the manufacturer's warranty during the warranty period.

C12.6.2. Warranty Correction Procedures. When it is determined that a deficiency exists on a motor vehicle, activities located in the 50 States and the District of Columbia shall attempt to obtain corrective action by the local franchised dealer. Activities shall not take action to correct deficiencies and expect to be reimbursed by the contractor, unless such corrective action has been authorized in writing by either the

contractor or the contract administration officer. Warranty problems that are not resolved by the local franchised dealer shall be handled in accordance with procedures prescribed by the DoD Component concerned. Installations outside the 50 States and the District of Columbia, where warranty provisions cover only the replacement by the manufacturer of defective parts, shall, when economical to do so, return such parts to the manufacturer in accordance with procedures prescribed by the DoD Component concerned. Correction of warranted deficiencies on foreign vehicles, procured for use by U.S. Forces outside CONUS, will be prescribed by the overseas manufacturer's warranty.

C12.6.3. In-House Service Warranties. As an option to having the local franchised dealer perform warranty corrective action, the DoD Components may choose to negotiate an in-house warranty with the local dealer. This arrangement would permit the maintenance manager to choose either the local dealer or installation maintenance to perform a particular warranty repair without violating the warranty or incurring costs. The provisions that delineate the details of the in-house warranty including billing information should be specified in the contract between the Government and the local dealer.

## C12.7. OTHER DEFECTS

C12.7.1. The contractor's responsibility for defective material or workmanship is not necessarily limited to the specified number of miles or years stated in the warranty. Abnormal malfunctions or an unusually high incidence of parts failures detected at some point beyond the warranty period, which can be attributed to latent defects and not normal wear and tear, shall be reported to the DoD Component concerned, together with a full description of the problem and accompanying data.

C12.7.2. Abnormal wear or material failures, malfunctioning of equipment, poor design, or other unsatisfactory conditions, not otherwise covered by warranty or latent defect procedures, shall be reported to the DoD Component concerned. Reports shall completely document the condition and provide, where a solution is known, specific recommendations for corrections, such as improvement in design, ease of maintenance, safety and efficiency of operation, suitability of fuel, lubricants, and preservatives.

C12.7.3. In recent years, manufacturers have recalled motor vehicles of various makes and models for inspection, repair, or replacement of components suspected to be unsafe because of latent manufacturing or design defects. In many instances, such recalls have been delayed beyond reasonable periods of time due to the lack of formalized, positive, and timely reporting of vehicle location. The DoT, National



Highway Traffic Safety Administration, has been given the responsibility to ensure that prompt notifications of suspected safety defects are issued, and that manufacturers take timely actions as required by the National Traffic Motor vehicle Safety Act of 1966, 15 U.S.C. 1381-1431 (reference (xx)). The Department of Defense has agreed to participate in this important matter as follows:

C12.7.3.1. Each DoD Component shall require expeditious reporting of safety defects found in nontactical DoD motor vehicles. Such defects shall be fully documented and conspicuously annotated with the phrase, "DEFECT WHICH MAY AFFECT SAFETY."

C12.7.3.2. Each DoD Component shall establish procedures and publish instructions for reporting vehicle defects in accordance with this paragraph. Such instructions should include a provision for furnishing copies of such defect reports to any activity (such as GSA), responsible for purchasing the defective vehicle.

C12.7.3.3. Each DoD Component shall establish procedures for dissemination of manufacturer-announced defects and for reporting of corrections.

## C12.8. MOTOR VEHICLE MODIFICATIONS

C12.8.1. Normally, modification of DoD motor vehicles shall not be performed. The DoD Components shall establish adequate control to ensure that all vehicle modifications are limited to those required for safety, security, or accomplishment of the military mission. Limited modification for such purposes as providing wrecker service or two-way radio service, and for installation of emergency warning devices or auxiliary fire fighting equipment, may be accomplished, but only after due consideration of the cost-effectiveness of the action.

C12.8.2. In accordance with Section 303 of the Energy Policy Act of 1992 (reference (r)) and its implementing Section 2 of Executive Order 12844 (reference (s)), DoD-owned sedans, station wagons and light-duty trucks (under 8,500 pounds GVWR) may be converted to use alternative fuels, including natural gas, liquefied petroleum gas, alcohols and electricity, to meet the alternative fueled vehicle (AFV) acquisition goals of E.O. 12844, if such vehicles are not available from original automotive equipment manufacturers and, after conversion, the OEM's warranty continues to apply to such vehicles, pursuant to an agreement between OEM and the person performing the conversion. All converted vehicles shall comply with all applicable Federal and State emissions and safety standards, consistent with those requirements placed on original automotive equipment, including years and mileage.

#### C12.9. PRIVATELY OWNED VEHICLES (RESTRICTIONS)

Privately owned vehicles, vehicle units, parts, accessories, and equipment shall not be repaired, serviced, or manufactured in any Government shop, garage, or other building. Government-owned vehicles, tools, modernized equipment, or supplies shall not be used to service or repair such private property, except when life threatening or emergency conditions occur calling for humanitarian response. Privately owned vehicles shall not be parked, garaged, or stored in any Government motor pool, shop, or in any building where Government property is stored. The above restrictions do not apply to authorized hobby shops.

#### C12.10. REPLACEMENT CRITERIA

All DoD components shall use a standard series of commercial motor vehicle replacement criteria as provided in this Regulation. These criteria, presently based on age and accumulated mileage variables, shall be used to determine component vehicle replacement requirements and to calculate the repair limit established in section C12.5., above. Whether age, mileage, or both criteria are used, vehicle replacement eligibility is to be determined by the Service Component. The replacement criteria table shall be reviewed biannually in a joint-service meeting chaired by Deputy Under Secretary of Defense (Logistics), and Component data will be used to amend the replacement criteria table as necessary. The replacement criteria are found in Table C12.T1., "Motor Vehicle Life Expectancy; Years and Miles."

#### C12.11. MANAGEMENT INDICATORS

The following management indicator (for motor vehicles reported on the SF 82, "Agency Report of Motor Vehicle Data," Figure C13.F1.) shall be informally presented and discussed annually by the Standing Committee on DoD Vehicle Management.

(Components shall only report the management indicators for which they have data. These management indicators, however, shall be included in any new data information system being implemented.)

C12.11.1. Total operations and maintenance costs for the last fiscal year as reported on the SF 82. Cost will be presented in the following format:

C12.11.1.1. Fuel cost.

C12.11.1.2. Direct labor cost.

C12.11.1.3. Direct parts cost.

C12.11.1.4. Total indirect cost.

C12.11.1.5. Total operations and maintenance cost.

C12.11.2. Cost Per Mile (C/P/M). The C/P/M shall be presented by vehicle groups and total fleet as reported on the SF 82.

C12.11.3. Labor Hours. If available, labor hours will be presented as follows:

C12.11.3.1. Total hours available.

C12.11.3.2. Direct (actual) hours expended.

C12.11.3.3. Indirect hours expended.

C12.11.3.4. Flat rate or other established time standard hours.

C12.11.3.5. Direct labor hours per 1,000 miles of operation.

C12.11.4. Fleet Miles Operated. Miles will be presented as follows:

C12.11.4.1. Total miles operated by fleet.

C12.11.4.2. Fleet average miles per vehicle

C12.11.4.3. Average miles by vehicle group as reported on SF 82.

C12.11.5. Miles per Gallon (MPG). Will be presented reflecting fleet average and vehicle group average as reported on the SF 82.

C12.11.6. Vehicle Out-of-Commission (VOC) Rates. VOC will be presented as follows:

C12.11.6.1. Percent VOC for maintenance.

C12.11.6.2. Percent VOC for parts.

C12.11.6.3. Percent VOC awaiting maintenance.

C12.11.6.4. Total VOC percent.

#### C12.12. MANAGEMENT REVIEW

Managers at all levels shall assume the responsibility for using maintenance and operations data to measure the effectiveness of motor vehicle activities under their control. Components shall develop and publish minimum essential management indicators that support their mission and help to identify fraud, waste, and abuse. These missions require the use of different maintenance concepts and a different mix of civilian, military, and contract mechanics. Management review shall include, as a minimum, labor productivity, out-of-commission rates, cost per mile, and preventive maintenance. Although vehicle utilization is not a normal maintenance responsibility, it should be reviewed because it affects management indicators when comparing maintenance activities against each other.

#### C12.13. REPEAT MAINTENANCE

Components shall prescribe in their publications that local maintenance managers are responsible to identify and initiate corrective action for repeat maintenance. Major causes of repeat maintenance are poor quality control, parts that do not meet manufacturer's specifications, lack of training for mechanics, driver abuse, poor test equipment, and poor shop facilities.

#### C12.14. MANAGEMENT INFORMATION SYSTEM (MIS)

The Component's MIS shall provide data on-the management indicators prescribed by this Regulation. The degree of information provided shall be adequate to support analysis on maintenance efficiency and productivity at all levels of management. The MIS can be a manual or automated system.

Table C12.T1. Motor Vehicle Life Expectancy: Years and Miles\*

<u>Description</u>	<u>Years</u>	<u>Miles</u>
Ambulance, All	8	60,000
Sedan, All	6	60,000
Station Wagon	6	60,000
Bus, Body on Chassis (BOC) (up to 37 passengers) 8		80,000
Bus, Body on Chassis (BOC) (over 37 passengers) 10		150,000
Bus, Integral	12	300,000
Truck 1/4 and 3/4 ton (under 7,000)	6	54,000
Truck and Truck Tractor 1 and 2 ton (7,000 thru 18,999 GVW**)	7	84,000
Truck and Truck Tractor 2-1/2 thru 4 ton (19,000 thru,23,999 GVW**)	8	80,000
Truck and Truck Tractor 5 thru 10 ton (24,000 thru 39,999 GVW**)	10	150,000
Truck and Truck Tractor 11 ton and over (40,000 GVW** and up)	12	300,000
Trailers and Semitrailers	15	--
Motorcycle	3	15,000
Scooter 3-Wheel - Package Deal	3	7,200

\*Years or miles indicated, whichever occurs first.

\*\*GVW - Gross Vehicle Weight

(The DoD Components may require that nontactical vehicles meet or exceed both the age and mileage criteria before becoming replacement eligible.)

## C13. CHAPTER 13

### COST ACCOUNTING AND MANAGEMENT REPORTING

#### C13.1. GENERAL

This Chapter prescribes uniform cost accounting and management reporting policies and guidelines for effective management of motor vehicles among the DoD Components.

#### C13.2. OBJECTIVES

The objectives of this Chapter are to ensure the following:

C13.2.1. That the cost accounting and management reporting of each DoD Component shall provide uniform data necessary for the efficient and effective management of motor vehicle assets, to include operation and maintenance.

C13.2.2. That the basic installation accounting system serves the transportation equipment managers' needs; provides higher headquarters with cost summaries that are reliable and meaningful to all concerned; and meets reporting requirements of Federal Property Management Regulations issued by GSA.

#### C13.3. SCOPE AND APPLICABILITY

Cost accounting and management reporting requirements contained in this Chapter apply to all activities of the DoD Components that operate DoD-owned or leased motor vehicles.

#### C13.4. POLICY

Each DoD Component shall develop and operate the most efficient and effective program to meet its assigned mission requirements. To fulfill this responsibility, cost and performance measurement data on which to base decisions are required.

#### C13.5. RECORDS AND REPORTS

C13.5.1. The basic record-keeping system for commercial-type vehicles shall incorporate operation and maintenance data which, in turn, shall be integrated into the

accounting system of the function or organization that manages these vehicles. Each DoD Component concerned shall meet the continuing requirements of GSA by extracting data from the basic system.

C13.5.2. Economic analyses as set forth in DoD Instruction 7041.3 (reference (hh)) shall be used, where applicable, to ensure that the costs and the benefits of all alternatives are considered in arriving at investment and operating decisions.

## C13.6. REPORTING REQUIREMENTS

C13.6.1. Annual Reports. DoD Components that have nontactical vehicles shall annually prepare an SF 82, "Agency Report of Motor Vehicle Data" (Figure C13.F1.). This annual reporting requirement has been assigned Inter-Agency Report Control Number 1102-GSA-AN and one copy shall be provided to: Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302.

C13.6.2. Reporting Instructions. The following instructions shall be used by all DoD Components to prepare the SF 82.

C13.6.2.1. Reportable Vehicles. Reportable vehicles shall include nontactical motor vehicles such as sedans, station wagons, carryalls, vans, ambulances, buses, trucks, and truck tractors. The following vehicles are excluded from the report:

C13.6.2.1.1. Trailers and trailing equipment regardless of type or size.

C13.6.2.1.2. Trucks with permanently mounted equipment.

C13.6.2.1.3. Air compressors.

C13.6.2.1.4. Motorcycles.

C13.6.2.1.5. Military design (tactical) vehicles.

C13.6.2.1.6. Special purpose vehicles (such as fire, wrecker, maintenance, refuse, high lift, oil, fuel, industrial tractors).

C13.6.2.1.7. Construction and installation maintenance equipment (such as cranes, dump trucks, snowplows, sweepers, loaders, graders).

C13.6.2.1.8. Materials handling equipment.

C13.6.2.1.9. Scooters (2-, 3-, or 4-wheel--all classes).

C13.6.2.1.10. GSA vehicles.

C13.6.2.1.11. Vehicles provided by contractors.

C13.6.2.2. Title Line. Separate forms shall be submitted for domestic and foreign based vehicles. Place an (X) in the vehicles Based block indicating that domestic or foreign vehicles are included on the SF 82. Other entries required in the title line are self explanatory. Domestic is defined as the 50 States, the Territories, the Commonwealth of Puerto Rico, and the District of Columbia.

C13.6.2.3. Sections I, II, and III shall be completed using the reporting procedures on the back of the SF 82.

## C13.7. ACCOUNTING GUIDELINES

C13.7.1. General. Each DoD Component with nontactical vehicles acquired with appropriated funds shall classify and accumulate transportation costs and data in accordance with the guidelines in paragraph C13.7.2., below. Each DoD Component shall develop effective and economical methods and procedures consistent with these requirements, but adaptable to its own organization and accounting equipment. Such adaptation shall be included in the DoD Component implementation to achieve uniformity in classifying and reporting costs. Cost accounting and reporting is required for vehicle categories indicated on SF 82.

C13.7.2. Guidelines. The cost accounting and management reporting systems shall incorporate the following guidelines:

C13.7.2.1. Labor. Civilian and military labor costs shall be distributed between direct and indirect maintenance and operating labor.

C13.7.2.1.1. Civilian Labor. Computations of civilian labor costs shall include provisions for payable absences on annual, sick, holiday, and other leave and Government contributions for employee benefits, such as retirement and insurance.

C13.7.2.1.2. Military Labor. All active forces military personnel assigned to the transportation activity shall be costed at the DoD rates and as implemented by each DoD Component.



C13.7.2.1.3. Computation of labor costs for industrial fund activities shall be in accordance with DoD Directive 7410.4 (reference (yy)).

C13.7.2.2. Material. Fuel, lubricants, materials, parts, and accessories shall be identified and distributed between direct and indirect material.

C13.7.2.3. Accident Damage Repair Costs. The direct cost of accident damage repair shall be identified separately as an accident cost. Accident damage repairs shall include the cost of all labor and items replaced, and contractual costs.

C13.7.2.4. Contractual Services. The total cost of contractual services for maintenance shall be identified between commercial vendor and other Government repair shops (such as Departments of Labor and Navy). Include any other contractual service obtained from other Government Agencies that is applicable to the operation of specific vehicle classes. Contractual services shall not be identified by element of cost, labor, and material. Exclude accident damage and hired vehicle costs.

C13.7.2.5. Hired Vehicles. Rental, for hire, and leased motor vehicle costs shall be identified separately in the transportation activity records. These costs, although contractual, do not relate to operation and maintenance costs for Government-owned motor vehicles and shall not be identified with those contractual services set forth in subparagraph C13.7.2.4., above.

C13.7.2.6. Shop Rates. The DoD Components may elect to use shop rates to effect an equitable distribution of costs. Procedures for using of shop rates may be prescribed in appropriate DoD Component directives. When shop rates are used, the accumulated shop rate cost shall be periodically compared with the actual cost charged to the transportation function. Shop rates shall be adjusted on the basis of an analysis of the differences.

C13.7.2.7. Total Indirect Costs. These costs are not readily identifiable with specific vehicles or classes of vehicles and are computed for total vehicles and prorated to the vehicle classes in proportion to the direct costs. They include Government shop-level indirect labor (clerks, dispatchers, custodians, etc., and related military personnel); administrative and fiscal labor and material above shop level; rent and/or amortization for shops and offices; and other costs such as commercial storage, shop equipment depreciation, and maintenance.

C13.7.2.8. Sedan and Station Wagon Inventories. Report the total numbers of sedans and station wagons, owned and commercially leased, as of September 30 of the reporting year by vehicle classification (classified in accordance with GSA Federal Standard 122, reference (v)); GSA-leased vehicles are not reported on the SF 82.

Figure C13.F1. Agency Report of Motor Vehicle Data

AGENCY REPORT OF MOTOR VEHICLE DATA (Read instructions carefully on reverse before completing this form.)		FISCAL YEAR ENDING Sept. 30, 1994	VEHICLES BASED (Check one) <input checked="" type="checkbox"/> DOMESTIC <input type="checkbox"/> FOREIGN	DEPARTMENT OR AGENCY U.S. Army	BUREAU, SERVICE, ETC. Corps of Engineers	DATE PREPARED 1 Dec 94	OMB NO. 3090-0081 REPORT CONTROL NO. 1102-GSA-AN					
DESCRIPTION		LINE NO.	TOTAL (All vehicles) (b)	AUTOMOBILES, SEDANS (c)	STATION WAGONS (d)	AMBU- LANCES (e)	BUSES (16 or more passengers) (f)	TRUCKS AND TUCK TRACTORS BY GROSS VEHICLE WEIGHT RATING (GVWR)				SPECIAL USE
								8,500 LBS. OR UNDER 4 X 2 (g)	4 X 4 (h)	8,501 TO 22,599 LBS. (i)	24,000 LBS. OR OVER (j)	
SECTION I VEHICLES AGENCY- OWNED AND LEASED	PART A VEHICLES ON HAND, OCT. 1, 1993	1	6338	570	60	0	19	3158	984	274	1,333	
	ACQUISITIONS	2	567	71	14	0	0	251	77	9	145	
	DISPOSALS	3	679	95	0	0	12	315	129	13	115	
	VEHICLES ON HAND, SEPT. 30, 1994	4	6226	486	74	0	7	3094	932	270	1,363	
	PART B AVERAGE NUMBER ON HAND	5	0	0	0	0	0	0	0	0	0	
	TOTAL ANNUAL COST	6	0	0	0	0	0	0	0	0	0	
SECTION II AGENCY- OWNED VEHICLES (Large fleets ONLY)	PART A DIRECT OPERATIONS COST	7	4993965	297274	58523	0	9943	2867874	825309	215874	1112068	
	DIRECT MAINTENANCE COSTS											
	GOVERNMENT	8	2342290	273132	27349	0	5218	311168	418153	197468	609797	
	COMMERCIAL	9	1929958	165002	17932	0	4800	324648	300142	163770	454164	
	TOTAL DIRECT COSTS	10	9156103	735708	100778	0	19361	4003690	1543604	676812	2176129	
	TOTAL INDIRECT COSTS	11	4756541	510575	146088	0	3716	1659536	956207	407308	1068111	
	TOTAL COST	12	13912644	1246284	246866	0	23077	5663226	2499811	984120	324480	
	PART B AVERAGE IN-USE VEHICLE INVENTORY	13	6645	530	33	0	11	3345	969	277	1430	
	MILES OPERATED	14	59214999	5444395	935720	0	80674	29010032	7157245	1206132	14422913	
	GALLONS OF FUEL CONSUMED	15	4195495	221659	43692	0	7986	2025061	1649608	192876	1065617	
SECTION III SEDAN/ STATION WAGON INVENTORY DATA (As of Sept. 30, 1994)	VEHICLE CLASS		SEDANS		STATION WAGONS		REMARKS					
	SMALL I/A		OWNED	LEASED	OWNED	LEASED						
	SUBCOMPACT I/B	4			3							
	COMPACT II	482			71							
	MIDSIZE III											
	LARGE IV											
LIMOUSINE V												
TOTAL		486		74								
NAME AND TITLE OF CONTACT FOR ADDITIONAL INFORMATION		TELEPHONE NO.		SIGNATURE AND TITLE OF RESPONSIBLE OFFICIAL		TELEPHONE NO.						
Bill Gerard, Veh Mgt Spec		202-272-7716		J. H. C. M. n. Veh Supervisor		202-272-7719						
ADDRESS		ADDRESS		ADDRESS		ADDRESS						
20314-20 Mass Ave. N.W. Wash, D.C. 1000		20314-20 Mass Ave. N.W. Wash, D.C. 1000		20314-20 Mass Ave. N.W. Wash, D.C. 1000		20314-20 Mass Ave. N.W. Wash, D.C. 1000						

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82-109

PREVIOUS EDITIONS ARE NOT USABLE

STANDARD FORM 82 (REV. 2-82)  
Prescribed by GSA, FPMR 41 CFR 101-36)

Figure C13.F2. Instructions for Specific Line Entries

**GENERAL**

1. Copies and mailing. Each form shall be prepared and mailed not later than December 15 following the end of the fiscal year to:

General Services Administration (TMM)  
Washington, DC 20408

Address written questions or comments to the above.

Copies of the form are available through the Federal Supply System.

2. Reportable vehicles. For purposes of these instructions, "reportable vehicles" shall include all sedans, station wagons, buses, ambulances, carryalls, trucks, and truck tractors which operate on petroleum-based fuels. Included are all vehicles of the types named which use propane, methanol, or a combination of these fuels with gasoline when these vehicles are integrated into the normal Agency fleets. Excluded are semi-trailers, trailers, and other trailing equipment such as pole trailers, dollies, cable reels, trailer coaches, and bogies; trucks with permanently mounted equipment; fire trucks; all compressors, etc.; electric and hybrid-powered electric vehicles; motorcycles; and military design vehicles described in FPMR 101-38.

3. Agencies, fleets, and sections of Standard Form 82.

CATEGORY			SEPARATE SF 82 REQUIRED	SECTION I AGENCY OWNED AND LEASED VEHICLES	SECTION II AGENCY- OWNED VEHICLES ONLY
INDEPENDENT ESTABLISHMENT	LARGE FLEET	Domestic	X	X	X
		Foreign	X	X	X
	SMALL FLEET	Domestic	X	X	--
Foreign		X	X	--	
DEPARTMENT	LARGE FLEET	Domestic	X	X	X
		Foreign	X	X	X
	SMALL FLEET	Domestic	X	X	--
Foreign		X	X	--	

Domestic fleets, foreign fleets, large fleets, and small fleets are defined in FPMR 101-38.

Fleets held by independent establishments usually will constitute a large or a small fleet, but not both. Data for a small fleet shall be reported only in Section I; large fleets must be reported in both Sections I and II.

Fleets owned by departments may constitute both large and small fleets. For example, a department may have ten bureaus, of which two own 2,000 or more reportable vehicles, nationwide. Each of these large fleets shall be reported separately on a Standard Form 82, except that if a fleet comprises domestic and foreign vehicles, two Standard Forms 82 shall be prepared. In this example, the department would prepare a summary Standard Form 82 (two, if domestic and foreign vehicles are involved); this summary would include Section I data for all vehicles held by the department, but Section II would summarize only the data reported on the separate Standard Forms 82 for the two large fleets.

**DATA ENTRIES**

Data for each line of this form shall be reported by class of motor vehicle as indicated in the column headings. Instructions for specific line entries, below, correspond to line items on the form.

Column (U), "Special Use," is reserved for future use.

**INSTRUCTIONS FOR SPECIFIC LINE ENTRIES**

**SECTION I — Agency-owned and leased vehicles (All agencies with reportable vehicles. Do not include GSA IMP vehicles.)**

Line PART A — Agency-owned vehicle inventory data.

1 Vehicles on hand, October 1, 19\_\_ Record only the number of vehicles (of each class) available for use, including any reserve storage. Exclude any vehicles ordered but not received, and any vehicles removed from storage awaiting disposal. NOTE: Explain by footnote or memorandum any difference between line 1 this year and line 4 last year.

2 Acquisitions. Record only the number of vehicles actually received, from whatever source, during the fiscal year.

3 Disposals. Record only the number of vehicles removed from service for disposal, by whatever means, during the fiscal year.

4 Vehicles on hand, September 30, 19\_\_ Record only the number of vehicles actually available for use, including reserve storage. Lines 1+2-3=4.

PART B — Commercial leases (record of vehicles leased from commercial sources for 90 continuous days or more).

5 Average number on hand. This entry is determined by adding the number of commercial leases on hand for each month in the fiscal year, then dividing by 12.

6 Total annual costs. Enter total amount billed for commercial leases during the fiscal year.

**SECTION II — Agency-owned vehicles (Large fleets, 2,000 or more vehicles.)**

PART A — Costs to operate and maintain (Round to nearest dollar).

7 Direct operations costs. List all operations costs attributable to specific vehicle types (see chart).

8 Direct Government maintenance costs. List all maintenance costs for work accomplished by any Government agency's maintenance facility which can be attributed to specific Agency-owned vehicles (see chart).

9 Direct commercial maintenance costs. List all maintenance costs for work accomplished by commercial contract facilities which can be attributed to specific vehicles (see chart).

10 Total direct cost. Provides the total direct cost to operate and maintain Agency-owned vehicles. Add lines 7, 8, and 9.

11 Total indirect cost. List all costs not readily identifiable to specific vehicles (see chart).

12 Total cost. Provides the total cost to operate and maintain Agency-owned vehicles. Add lines 10 and 11.

PART B — Utilization information.

13 Average in-use inventory. This entry identifies those vehicles in normal use, not in storage. For Agencies having vehicles in storage, the entry is determined by first subtracting the number of stored vehicles from the inventory figures in lines 1 and 4, then adding the remainder of each line and dividing by two. For Agencies having no stored vehicles, the entry is determined by adding lines 1 and 4 and dividing by two.

14 Miles operated. Enter the number of miles operated by Agency-owned vehicles for the fiscal year (round to the nearest thousand).

15 Gallons of fuel consumed. Enter the number of gallons of petroleum-based fuel consumed by Agency-owned vehicles for the fiscal year (round to the nearest hundred). See GENERAL, Paragraph 2.

**COST CLASSIFICATION CHART**

DESCRIPTION	COST CATEGORIES		
	DIRECT COSTS	INDIRECT COSTS	
	OPERATIONS	MAINTENANCE	
<b>LABOR COSTS</b>			
<b>MILITARY AND CIVILIAN PERSONNEL</b>			
Dispatchers (Operations).....			X
Driver testers (when funded by Transportation)			X
Individual in charge of both Operations and Maintenance (if applicable).....			X
Inspectors, estimators, cost clerks, dispatchers, maintenance planners, production control personnel.....			X
Maintenance Officer, service manager, and shop supervisor.....			X
Mechanics, machinists, welders, painters, lubricators, and other Allied Craftsmen who perform labor on reportable vehicles.....		X <sup>1</sup>	
Service station attendants, supply personnel, shop craftsmen (when funded by Transportation).....			X
Supervisory, clerical, custodial, administrative.....			X
Tire and battery repairs.....			X
<b>MATERIALS COSTS</b>			
Fuel.....	X		
Motor oil, lubricant, fluids.....		X <sup>1</sup>	X <sup>1</sup>
Replacement parts.....		X <sup>2</sup>	
Equipment needed to meet special operating requirements (such as cargo covers, slide boards, mats, fire extinguishers).....		X	X
Pre-expanded foam (bandstock).....			X
<b>MISCELLANEOUS COSTS</b>			
Maintenance when accomplished by facility other than that controlled by the Agency.....		X <sup>3</sup>	X
Custodial, office supplies, printing (normal) etc.....		X <sup>3</sup>	
Printing identification insignia.....		X <sup>3</sup>	X
Preventive maintenance.....			X
Rental of commercial buildings.....			X
Repair of accident damage (including all direct labor, parts, accessories and materials used).....		X <sup>3</sup>	
Washing, polishing and servicing.....			X
Small tools and equipment.....			X
Utility costs.....			X
Capital improvements to facilities.....			X

FOOTNOTES:

1. Charge as direct if a work order is issued; charge as indirect for minor work not on a work order.

2. Charge as direct if a work order is issued unless these are pre-expanded items.

3. For work accomplished by either Government Agency facilities, include costs with Agency-constructed work in line 8. Include costs for work accomplished by commercial contract in line 9.

**SECTION III — INVENTORY DATA**

Break down the total number of Agency-owned vehicles shown on line 4, column (b) and (c) by vehicle class, and the number of commercially leased vehicles (leased for 90 days or more). Do not include GSA IMP vehicles.

STANDARD FORM 82 BACK (REV. 3-82)

U.S. GOVERNMENT PRINTING OFFICE : 1992 O - 361-326 (G1992)

AP1. APPENDIX 1

DOMICILE-TO-DUTY AUTHORIZATION  
DEPARTMENT OF DEFENSE OFFICIALS AUTHORIZED DAILY TRANSPORTATION  
BETWEEN DOMICILE AND PLACE OF EMPLOYMENT

AP1.1.1. The Secretary of Defense.

AP1.1.2. The Deputy Secretary of Defense.

AP1.1.3. The Secretary of the Army.

AP1.1.4. The Secretary of the Navy.

AP1.1.5. The Secretary of the Air Force.

AP1.1.6. The Under Secretary of Defense (Acquisition and Technology).

AP1.1.7. The Under Secretary of Defense for Policy.

AP1.1.8. The Chairman of the Joint Chiefs of Staff.

AP1.1.9. The Vice Chairman of the Joint Chiefs of Staff.

AP1.1.10. The Chief of Staff of the Army.

AP1.1.11. The Chief of Naval Operations.

AP1.1.12. The Chief of Staff of the Air Force.

AP1.1.13. The Commandant of the Marine Corps.

## AP2. APPENDIX 2

### GUIDANCE FOR CONDUCTING COST-COMPARISON STUDY

#### AP2.1. GENERAL

AP2.1.1. This Appendix provides guidance for conducting the cost comparison study required by Chapter 3, section C3.3.

AP2.1.2. Provisions of vehicle leases vary depending on whether a vehicle is leased from the GSA or a commercial leasing firm, and on the types of vehicles being leased. For this reason, the cost comparison should compare the cost of acquiring, operating, and maintaining a DoD Component-owned vehicle, a GSA-leased vehicle, and a vehicle leased from a commercial source. Procedures for determining aggregate monthly costs for each of these three methods of vehicle support are outlined in sections AP2.2. through AP2.4., below.

#### AP2.2. DoD COMPONENT-OWNED VEHICLE

The cost associated with this method of vehicle support includes the following cost elements:

AP2.2.1. Acquisition cost expressed by a monthly amortization factor. This factor can be determined by subtracting the residual value of the vehicle at the end of its economic life from its acquisition price and dividing the remainder by the number of months in its economic life. GSA has developed standard amortization factors for different types of vehicles that can be used for this cost element. Information on these factors can be obtained from the GSA Fleet Management Center that services the installation or from the GSA Fleet Management Division, Washington, DC 20406, telephone: (202) 305-6278.

AP2.2.2. Direct and indirect costs associated with the operation and maintenance of the vehicle. Included are fuel costs, cost for repair parts, commercial repairs, supplies, and labor used in maintaining and/or repairing a vehicle, and indirect overhead costs associated with vehicle support. Historical records, to include SF 82 report data, should be used to identify these costs, and these costs should be prorated on a monthly basis. If the indirect overhead costs cannot be accurately identified, a factor of \$15 per vehicle per month can be used to estimate these indirect costs. This equals one half of the factor used by GSA. The total GSA factor should not be used since some overhead costs will continue to exist for the DoD Component even if leasing is pursued.

### AP2.3. GSA-LEASED VEHICLES

The costs associated with this method of vehicle support include a standard monthly rate for each type of vehicle, and a mileage charge that varies by vehicle type and GSA region. Rates and charges can be obtained from the GSA Fleet Management Center servicing the installation or from the GSA Fleet Management Division at the location indicated in paragraph AP2.2.1., above. Since GSA charges include the cost of fuel, maintenance, and replacement, no additional costs have to be included unless auxiliary equipment is requested.

### AP2.4. COMMERCIALLY LEASED VEHICLES

The provisions in commercially leased contracts may vary. As a minimum, this method of vehicle support should include quoted monthly lease charges plus any mileage charges that may be a part of the lease rate. In addition, 4 percent of the total estimated monthly lease charges should be included to account for the Government's cost of administering the lease contract. If fuel costs are not included in the lease charge, these costs should be added. Any maintenance costs not included in the leased costs should be added.

### AP2.5. SUMMARY

After determining the monthly aggregate cost for each method of vehicle support, these costs should be compared to determine the cost-effective method of vehicle support.

### AP3. APPENDIX 3

#### CHECKLIST FOR AUTHORIZING COMMAND AND CONTROL VEHICLES

##### AP3.1. CHECKLIST FOR AUTHORIZING COMMAND AND CONTROL VEHICLES

Each of the questions cited below should be answered in the affirmative before a command and control vehicle is authorized:

AP3.1.1. Does the commander have sole operational responsibility for a flying, combat, combat support, installation security, wartime, or contingency mission?

AP3.1.2. Does the commander live on the installation?

AP3.1.3. Is it unreasonable to expect the commander to discharge his or her duties without dedicated, full-time mobility (i.e., the vehicle remains available to the commander on a 24-hour, full-time basis) and an immediate means to communicate with a duty office or command post, aircraft, or operational combat sites?

AP3.1.4. With the possible exception of the installation commander, is the requesting commander the only person in the vertical chain of command designated to require a command and control vehicle?

AP3.1.5. Is an acting commander specifically required and designated when the commander is absent from duty? Would the command and control vehicle be transferred to the acting commander in these instances?

AP3.1.6. In cases where a duty office or command post has been established to handle emergency response actions, is there any reason why that duty office or command post cannot manage an emergency until the commander arrives by privately owned conveyance?

AP3.1.7. Can it be substantiated that the commander cannot adequately discharge duties outside of normal duty hours with a privately owned vehicle and a nontactical portable communication device instead of a radio-equipped, emergency-configured vehicle?

## AP4. APPENDIX 4

### DEFINITIONS

AP4.1.1. Accessibility (United States Only). For transportation purposes, a school shall be considered accessible if it is within walking distance, or if the regular means of transportation and walking distance involves an elapsed travel time of 1 hour or less each way. (See also Walking Distance definition AP4.1.71.)

AP4.1.2. Administrative Support. Common support of installations and personnel using commercial design vehicles. All DoD sedans and most station wagons are included in the administrative support category. (See also Tactical and Nontactical Vehicle.)

AP4.1.3. Agency. A Department, independent establishment, or other unit of the Executive Branch of the Federal Government including a wholly owned Government corporation, in the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, and the territories and possessions of the United States.

AP4.1.4. Alternative Fuel Vehicles. A motor vehicle capable of operating on alternative fuels such as methanol denatured ethanol, and other alcohols; mixtures containing 85 percent or more (or such percentage, but not less than 70 percent, to provide requirements relating to cold start, safety, or vehicle functions) by volume of methanol, denatured ethanol, and other alcohols with gasoline or other fuels; natural gas; liquefied petroleum gas; hydrogen; coal-derived liquid fuels; fuels (other than alcohol) derived from biological materials; electricity (including electricity from solar energy); and any other fuel that is substantially not petroleum and would yield substantial energy security benefits and substantial environmental benefits.

AP4.1.5. Auxiliary Parking Areas. Areas located away from a main motor pool parking area that are designated by the installation commander as temporary parking areas for vehicles operating in the immediate vicinity of an activity.

AP4.1.6. Commercial Design Vehicle. A vehicle designed to meet civilian requirements and used without major modifications by DoD activities for routine transportation of supplies, personnel, or equipment.

AP4.1.7. Commercial Facilities. Facilities used to provide services by private or commercial firms. Does not include in-house contractors.



AP4.1.8. Dependent School Children (United States Only). Those minor dependents of DoD personnel (and of members of other Federal Agencies when specifically indicated) attending primary or secondary schools, including kindergarten (or "preprimary" or "junior primary," etc.) where this group or class is:

AP4.1.8.1. Conducted during the regular school year to provide educational experiences for the year immediately preceding the first grade.

AP4.1.8.2. Under control of the local public board of education or other legally constituted local school authority having administrative control and direction of free public education in a county, township, independent, or other school district within a State.

AP4.1.9. Direct Labor. All work, performed by DoD personnel, charged to the transportation function that can be identified to a particular vehicle or group of vehicles, or other transportation equipment, at the time the labor is performed. Excludes cost of drivers.

AP4.1.10. Direct Maintenance Man-Hour Input Standards. A standard establishing the maximum number of direct maintenance man-hours required for each thousand miles of operation to efficiently maintain a vehicle in a safe, serviceable operating condition over its life expectancy. Except for repair of accident damage, the standard includes the direct hours required to lubricate, service, paint, adjust, remove, replace, and repair components, such as assemblies or parts, including tires, tubes, and batteries, to correct or prevent malfunctioning, wear, failure, or deterioration. The standard is based on a fully qualified mechanic's performance and normal climatic, road, and other operating conditions generally experienced at most installations within CONUS.

AP4.1.11. Direct Material. All fuel, material, parts, and accessories charged to the transportation function that can be identified to a particular vehicle or group of vehicles at the time of acquisition by the transportation function. This includes components and assemblies.

AP4.1.12. DoD Dependent Schools (DoDDS). Schools established by the Department of Defense in overseas areas to provide primary and secondary education for minor dependents of DoD sponsors.

AP4.1.13. DoD Dependent Student (Overseas Areas Only). A minor dependent who:

AP4.1.13.1. Is the child, stepchild, adopted child, ward, or spouse of a DoD sponsor, or who is a resident in the household of a DoD sponsor who stands in loco parentis to such individual and who receives one-half or more of his or her support from such a sponsor.

AP4.1.13.2. Is authorized transportation at U.S. Government expense to or from an overseas area, if the DoD sponsor is military; or

AP4.1.13.3. Is an authorized member of the household of a DoD sponsor entitled to a living quarters allowance, as authorized by the Department of State (see Department of State Standardized Regulations reference (zz) and DoD 1400.25-M (reference (aaa))) if the DoD sponsor is civilian.

AP4.1.13.4. Has not completed secondary school and who will reach his or her 5th but not 21st birthday by December 31 of the current school year; or

AP4.1.13.5. Is handicapped and is between 3 and 5 years of age by December 31 of the current school year, provided that the Director, DoDDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a handicapped child; or

AP4.1.13.6. Is a preschool-age child who will be 4 years of age by December 31 of the current school-year, provided that the Director, DoDDS, or designee, in his or her sole discretion, determines that adequate staff and facilities are available to serve such a child.

AP4.1.14. DoD Sponsor. An individual who is either:

AP4.1.14.1. A member of the Armed Forces serving on active duty, or

AP4.1.14.2. A civilian officer or employee of the Department of Defense paid from appropriated funds.

AP4.1.15. DoD Sponsor (Overseas Areas Only). A member of the Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard) serving on active duty and stationed overseas, or a civilian employee of the Department of Defense who is employed on a full-time basis, paid from appropriated funds, and stationed overseas, and who is either a U.S. citizen or a person lawfully accorded the privilege of residing permanently in the United States as an immigrant in accordance with the U.S. Immigration Laws (8 U.S.C., reference (bbb)).

AP4.1.16. Domicile. A place of residence, regardless of where located, excluding TDY residences.

AP4.1.17. Employee. An employee of an Agency in either the competitive or excepted service or an enrollee of the Job Corps established by Section 102 of title 42 U.S.C. (reference (ccc)).

AP4.1.18. Executive Sedan. A large sedan classified in Federal Standards issued by the General Services Administration as GSA Class IV.

AP4.1.19. Field Work. Work performed by an employee whose position requires the employee's presence at various locations that are at a significant distance from the employee's place of employment (itinerant type travel). The designation of a work site as a "field office" does not, of itself, permit the use of a Government passenger carrier for transportation.

AP4.1.20. Group Transportation. A service generally limited to those situations where there is a need to move personnel from within or outside installations, and for which a fare is normally charged.

AP4.1.21. Handicapped Children. Children who have been evaluated and classified by competent authority as being mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multiple handicapped, or having specific learning disabilities and who, because of those impairments, need special education and related services. (See DoD Instruction 1342.12 (reference (ddd))).

AP4.1.22. Heads of Executive Departments. The Principal Officials of Executive Departments, who are appointed by the President, with the advice and consent of the Senate.

AP4.1.23. Identification. The legend, "For Official Use Only," the name or title of the DoD Component by which the vehicle is used, and the vehicle registration number.

AP4.1.24. Identification Card. The United States Government Motor Vehicle Operators Identification Card, OF 346, or an Agency-issued identification card that names the types of motor vehicles the holder is authorized to operate.

AP4.1.25. Identification Document. An official identification form issued by an Agency that properly identifies the individual as a Federal employee of the Agency.

AP4.1.26. Incidental Operator. An employee, other than one occupying a position officially classified as a motor vehicle operator, who is required to operate a Government-owned or -leased motor vehicle to properly carry out his or her assigned duties.

AP4.1.27. Indirect Labor. All work performed by civilian and military personnel charged to the transportation function that cannot be identified to a particular vehicle or group of vehicles.

AP4.1.28. Installation or Action. Real property owned or leased by the United States, and under the jurisdiction of one of the DoD Components, including family housing designed for rent for residential use by civilian or military personnel of the Army, Navy, Marine Corps, or Air Force, and constructed under the National Housing Act (reference (eee)).

AP4.1.29. Intelligence, Investigative, or Security Purposes. Terms used in connection with vehicles exempt from the identification provisions of section C11.6.; the term, "security purposes," does not include internal security functions performed by DoD Component installation and activities.

AP4.1.30. Labor Productivity Index. Index that reflects the relative efficiency of an individual or group of maintenance personnel when compared with job time standards developed from approved engineering sources or commercial flat rate references. The index is derived by dividing the total standard time allowed by the actual job operation time.

AP4.1.31. Local Education Agency (United States Only). A board of education or other legally constituted local school authority having administrative control and direction of public education in a city, county, township, independent, or other local school district. The term includes any Agency that directly operates and maintains facilities for providing public education.

AP4.1.32. Local Public School (United States Only). That division of the State school system that provides free public education to any span of grades 1 through 12 plus kindergarten, and which is under the supervision and/or control of, and is designated by a legally constituted board of education (or other legally constituted local school authority) to serve the geographic attendance area in which a dependent child resides.

AP4.1.33. Lodging. Temporary sleeping place or quarters.

AP4.1.34. Maintenance. All action taken to retain material in a serviceable condition or to restore it to serviceability. It includes inspection, testing, servicing, classification as to serviceability, repair, rebuilding, and reclamation.

AP4.1.35. Mass Transit. Service for which a fare is normally charged, meeting requirements beyond shuttle bus services by providing "non-duty" types of transportation within a DoD installation or between sub-installations.

AP4.1.36. Military Design Vehicles. Motor vehicles (excluding general purpose commercial design) designed in accordance with military specifications to meet transportation requirements for the direct support of combat or tactical operations, or for training of troops for such operations.

AP4.1.37. Motor Vehicle. A vehicle designed and operated principally for highway transportation of property or passengers, but does not include a vehicle designed or used for military field training, combat, or tactical purposes.

AP4.1.38. Motor Vehicle Accident. An occurrence involving a motor vehicle resulting from a collision with another moving or stationary object, an upset, falling or flying object, fire, flood, lighting, earthquake, or other Acts of God. Mechanical failures resulting from operator abuse or negligence are not accidents under this definition.

AP4.1.39. National Capitol Region (NCR). The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of Government within the geographic areas of such District, Counties, and City.

AP4.1.40. Non-DoD Schools. Schools including dormitory facilities, other than DoD Dependent Schools, that provide suitable educational programs, usually on a tuition basis. The term includes resident facilities operated by approved non-DoD schools to provide room and board for eligible handicapped dependents when DoD Dependents Schools cannot provide an appropriate education. (See DoD Instruction 1342.13 (reference (fff))).

AP4.1.41. Nonproductive Time Utilization. All work performed by DoD personnel assigned to the transportation function that does not contribute to the accomplishment of the transportation mission. Nonproductive labor hours shall be the difference between the hours for the normal work week less the productive hours. Nonproductive time includes such items as guard duty and leave or training.

AP4.1.42. Nontactical Vehicle. A motor vehicle or trailer of commercial design acquired for administrative, direct mission, or operational support of military functions. All DoD sedans, station wagons, carryalls, vans, and buses are considered "nontactical."

AP4.1.42.1. Administrative Support. Commercial design vehicles used for common support of installations and personnel. All DoD sedans and most station wagons are included.

AP4.1.42.2. Direct Mission Support. Commercial design vehicles used by military activities directly supporting combat or tactical units, or for training of personnel for such activities.

AP4.1.42.3. Operations Support. Commercial design vehicles in use by units conducting combat or tactical operations, or for training personnel for such operations.

AP4.1.43. Official Purposes. Any application of a motor vehicle in support of authorized DoD functions, activities, or operations.

AP4.1.44. Operations. Those functions associated with the organization responsible for administering, planning, directing, and controlling the assignment and movement of transportation equipment and drivers in the transporting of personnel and cargo.

AP4.1.45. Operator. An employee who is regularly required to operate DoD motor vehicles.

AP4.1.46. Operator Inspection and Service. Those maintenance inspections and functions performed by the operator, before, during, and after operation to ensure the vehicle is safe and serviceable.

AP4.1.47. Parent. A legal guardian or other person standing in loco parentis.

AP4.1.48. Permissible operating Distance (POD). The maximum distance in a given direction to which an activity normally shall dispatch administrative use vehicles. A distance of 100 miles one way is considered the normal permissible operating distance.

AP4.1.49. Place of Employment. Any place within the accepted commuting area where the person performs his/her business, trade, or occupation, even if the person is there only for a short period of time. The term includes, but is not limited to, an

official duty station, home base, headquarters, or any place where the person is assigned to work, including locations where meeting, conferences, and other official functions take place (41 CFR 101-6.401, reference (ggg)).

AP4.1.50. Pooling. A technique to ensure minimum assets are required to service the maximum number of requirements and to provide centralized control. Vehicles are rotated to get an even distribution of mileage on similar vehicle types at an installation.

AP4.1.51. Private School (United States Only). An elementary or secondary school that provides education within a span of grades 1 through 12, plus kindergarten, established by an agency other than the State or its subdivisions, but legally permitted under the laws of the State, or foreign government, and that includes within its curriculum all subjects that are usually taught under the laws of the States. It is primarily supported by other than public funds, and the operation of its program rests with other than publicly elected or appointed officials.

AP4.1.52. Productive Time Utilization. All work performed by DoD personnel assigned to the transportation mission. This includes direct labor hours as productive time and indirect labor hours in the performance of normal duties such as supervisory, administrative, production control, clerical, dispatchers, custodial, and other overhead functions. Productive labor hours time utilization shall be used for manpower and management related purposes.

AP4.1.53. Public Education (United States Only). Education that is provided at public expense, under supervision and direction of the local education agency, without tuition charge, and that is provided as primary or secondary school education in the applicable State or territory.

AP4.1.54. Public Transportation. Transportation that is or may be made available by a commercial firm or public utility on a regularly scheduled basis as a part of its public service and for which fares are collected.

AP4.1.55. Reasonable Distance. A term used in connection with providing transportation to private schools. As a guide, a distance of approximately 20 miles from the installation to the school is considered to be a reasonable distance.

AP4.1.56. Regular Means of Transportation. Includes regular public school transportation, regular private school transportation, regular inter and/or intra installation transportation, or any combination of such means of transportation. In the case of secondary school children, it also includes regular public transportation.

AP4.1.57. Road Test. OPM Test No. 544 or similar road tests developed by Federal Agencies to evaluate the competency of prospective operators.

AP4.1.58. Scheduled DoD Bus Services. Scheduled bus services provided by DoD Components, to include bus services contracted by DoD Components.

AP4.1.59. Scheduled Inspection and Service. Maintenance performed at established intervals with an inspection of systems in sufficient detail to determine the current and projected safety, reliability, and serviceability of the vehicle services performed. Normally, this is a part of maintenance cycle recommended by the manufacturer to minimize wear and maximize serviceable life.

AP4.1.60. Section Six School. Schools operated by DoD within the continental United States, Alaska, Hawaii, Puerto Rico, Wake Island, Guam, American Samoa, the Northern Marianas Islands, and the Virgin Islands.

AP4.1.61. Shuttle Service. This fare-free service is established to meet DoD requirements and operates only in duty areas.

AP4.1.62. Special Purposes Vehicles. Vehicles used or designed for a specialized function.

AP4.1.63. State License. A valid driver's license that would be required for the operation of similar vehicles for other than official Government business by the States, District of Columbia, Puerto Rico, or territory or possession of the United States in which the employee is domiciled or principally employed.

AP4.1.64. Sub-Pools. An element of the central transportation, motor pool that is required to be physically located in another area due to lack of space, mission requirements, or geographic conditions of the installation.

AP4.1.65. Tactical Vehicle. A motor vehicle designed to military specification or a commercial design motor vehicle modified to military specification to meet direct transportation support of combat or tactical operations, or for training of personnel for such operations. The USAF uses commercial design vehicles in tactical roles due to the on-pavement environment of their flight lines.

AP4.1.66. Taxi Service. Transportation services provided by vehicles dispatched with drivers on an "on-call" basis without appreciable delay or the need for prior arrangement for service. Taxi service vehicles may or may not be radio-equipped.



AP4.1.67. U-Drive-It (UDI). Vehicles available to using organizations and activities of the installation for temporary support of official use functions and operated by personnel assigned to the using Agency.

AP4.1.68. United States. The 50 States and the District of Columbia. For transportation of dependent school children, this definition is expanded to include the Commonwealth of Puerto Rico and the possessions of the United States including the Trust Territory of the Pacific Islands and Midway Island.

AP4.1.69. Unscheduled Maintenance Service. Maintenance required between scheduled inspection and service intervals.

AP4.1.70. Vehicle Downtime Standard. The maximum percentage of time a vehicle is expected to be out of commission due to maintenance or lack of parts. It includes all the time accrued from the time maintenance is aware of the requirement for service, which prevents vehicle operation, to the time the vehicle is released from maintenance in an operational condition.

AP4.1.71. Walking Distance. In overseas areas, the walking distance is the distance between a student's primary residence and school or designated bus stop normally not to exceed 1 mile for students in kindergarten through grade 6, and 1-1/2 miles for students in grades 7 through 12. To the degree possible, these areas should be expanded and/or contracted to conform to natural boundaries such as a housing area, a neighborhood, etc. For the United States, walking distances shall be established by local school authorities. (See section C6.14. for exceptions.)